



PROVOST

THE OPPORTUNITY

Berkeley College is seeking an experienced academic professional to serve as Provost.

Reporting to the President, the Provost serves as the College's Chief Academic Affairs and Student Development officer. The Provost will represent the President in his absence. The following report directly to the Provost: the Vice Presidents for Academic Affairs; the Vice President, Advisement and Registrar; the Dean, Online; the Dean, Academic Affairs; the Director, and the Director of Libraries. Working in collaboration with the Vice Presidents, Deans and Directors, the Provost promotes academic excellence, integrity, and foresight in the development, delivery and assessment of academic programs and services, and fosters a supportive, student-centered learning environment.





THE INSTITUTION

Founded in 1931, Berkeley College is a proprietary coeducational institution accredited by the Middle States Association of Colleges and Schools that has expanded to an enrollment of 6384 students on seven campuses in New Jersey and New York, including a very successful online campus. The students represent 29 states and 112 foreign countries. Berkeley is widely recognized for its academic excellence and its commitment to student success. Berkeley offers undergraduate programs leading to Bachelor of Business Administration, Bachelor of Science, Associate in

Science, and Associate in Applied Science degrees. Although all campuses offer the majority of Berkeley's academic programs in day, evening and weekend sessions, each campus has its own distinctive environment. In addition, students have the option of earning their degree entirely online—or combining online and onsite courses to best accommodate their schedule and lifestyle. Berkeley's flexible four-quarter schedule provides students with the option of earning their bachelor's degree in three years, and an associate's degree in 18 months. Last year, nearly 97% of the College's graduates secured competitive employment within their field of study.

Berkeley is recognized as a leader in the preparation of its students for successful careers as evidenced by a student-centered approach to learning and to career preparation, which has been featured in the College's publications as the Berkeley Advantage. Every Berkeley program includes a solid technology component so that graduates are proficient in software common in the contemporary world of business; and all students are required to complete an externship prior to graduation.

There are 119 full-time and 224 part-time faculty members who are contracted but not tenured. Represented in governance through a Faculty Association, they fulfill an essential role in curriculum development and student life. Perhaps of greatest importance, the faculty as a whole is well-credentialed with relevant and concurrent workforce experience; and for many of the students, they serve as supportive and inspiring role models.

Diversity and cultural awareness are important, valued, and celebrated at Berkeley College. A quarter of the students are African American; a third are Latino; a third are Caucasian; and the balance are Asian, American Indian, and multi-ethnic. Almost 90 percent of the students are enrolled full-time; and 75 percent are aged 25 and under.





Mission

Berkeley College empowers students to achieve professional and personal success in dynamic careers and in a diverse global society by providing a comprehensive and supportive educational experience, fostering academic integrity and encouraging lifelong learning.

BACKGROUND

Berkeley College is an extremely successful and well-managed institution. The next Provost – will work closely with the President with the expectation that he or she will match and reflect the level of dedication of the faculty and staff to this very unique and special institution which continues to grow and respond to the educational needs of the communities in which the campuses are located.

Dr. Dario Cortes was appointed President of Berkeley College in July 2008. Dr. Cortes holds an earned doctorate from the University of Illinois, Urbana-Champaign. He has completed post graduate work at Harvard University and the University of Pennsylvania. Former positions he has held include Vice President for Academic Affairs at the Fashion Institute of Technology, the State University of New York; Dean at Farleigh Dickinson University, N.J: and Associate Dean, Graduate Studies and Research at the University of Maryland at College Park. Most recently Dr. Cortes served as the President and Executive Director of The American School Foundation in Mexico City. Dr. Cortes has recently been named a Klingenstein Fellow at Columbia University. Dr. Cortes is seeking a Provost to work closely with to further the mission of the College and to assist in the design and implementation of the strategic plan of the institution.



BACKGROUND (continued)

Berkeley College is in sound financial condition and is positioned for continued growth and expansion. In many respects Berkeley is a model and showcase for “best practices” in the proprietary sector of American higher education. Faculty, staff, and student morale is extremely positive and there is a pervasive ethos of collegiality that is palpable throughout the campuses.



The next Provost will be expected to work collaboratively with the President, faculty and other constituent groups on the development and implementation of a common vision for the future of the College. The current Provost, Dr. Rose Mary Healy has held the position for 4 years and will remain at the College in a part-time position. Prior to serving as Provost she was President of the Westchester campus of Berkeley College for 4 years; Senior Vice President of Academic Affairs of NYC for 5 years and for NJ for 4 years. She also served as Interim President in 2007-08. During the Provost tenure several new degree and academic programs have been introduced including BS degrees in Accounting, Marketing, International Business, Financial Services, Interior Design, Health Services Management and Criminal Justice; BBA degrees in Health Services Management and Financial Services; and AAS degrees in Health Services Administration, Medical Insurance, Financial Services and Criminal Justice.. Originally, the College offered only the associate degree, but now offers both the associate and bachelors degrees. All academic programs are accredited by the Middle States Commission on Higher Education, the New York State Education Department and the New Jersey Commission on Higher Education. In June 2008, accreditation of both NY and NJ were reaffirmed for 10 years. An excellent strategic planning process and a broadly supported plan already in place commits the institution to a careful and methodical development of master’s degrees. Further, there is a common and abiding sense of confidence throughout all the constituencies that Berkeley College will continue to grow; to serve its mission; and to become an even greater institution within the overall landscape of American higher education.

CHALLENGES

Major challenges for the next provost/chief academic officer are:

- Overseeing the planning for and delivery and assessment of quality-centered, career-oriented academic programs;
- Developing and implementing policies that promote academic excellence, student success, and institutional integrity;
- Ensuring that existing and planned curricula are current and consistent with industry standards, and meet employer needs;
- Establishing a collaborative and partnering relationship with the President and the owners of the College who are actively involved in the day-to-day operations;



CHALLENGES *(continued)*

- Playing an active role as a member of the President’s Cabinet, the College Strategic Committee, the Classroom Technology Committee, and the Distance Learning Support Committee; providing direction and support for the Board of Trustees Committee on Academic Affairs and Student Development and the Long-Range Planning Committee;
- Supporting the Vice Presidents, Deans and Department Chairs in efforts to recruit, develop, evaluate and retain faculty with appropriate academic credentials, relevant professional experience, research interests and commitment to the College and its mission;
- Serving as the institution’s accreditation liaison and academic approval officer to ensure full compliance with the standards of the Middle States Commissioner on Higher Education, the New York State Department of Education, and the New Jersey Commission on Higher Education; prepare self-studies and other required documentation;
- Working collaboratively with the Vice Presidents, Deans and Director’s to develop the budget including capital budget for the academic areas;
- Supporting diversity both in the student body and within the faculty and staff; relating well to a diverse population;
- Establishing and maintaining beneficial relationships with academic and student development leaders in other institutions of higher education, professional associations, government offices, businesses, and community agencies;
- Exploring the possibilities of awarding graduate degrees; and
- Meeting on a regular basis with the Vice Presidents, Deans and Directors as well as with faculty and student leaders to promote communications among constituents and to ensure broad participation in governance.

QUALIFICATIONS

Berkeley College seeks an enthusiastic individual who is student focused, an experienced college administrator, and who:

- Holds an earned doctorate (preferably a Ph.D.) and who has served as a Department Chair, Dean, Vice President for Academic Affairs or Provost of an accredited institution;
- Is an excellent communicator; and has a collegial style that encourages appropriate participation of administrators, faculty and students in institutional governance;
- Is committed to the mission, values and goals of Berkeley College;
- Has experience working with diverse populations;
- Possesses significant experience in higher education administration including experience with strategic planning, program development, budgeting, technology, online programs, graduate programs and personnel administration; and
- Has an understanding of broader higher education policy issues; has experience with regional and programmatic accreditation familiarity with New York and New Jersey program approval policies and procedures is a plus.



KEY INDICATORS 2007/ 2008



Berkeley College®

Investment in Plant, less depreciation:	\$10,200
Plant Replacement Insured Value:	\$110,000
Cost of Operating Physical Plant:	\$16,600
Budget:	\$101,000
Tuition:	\$18,300
Student Enrollment for fall 2008:	7252 headcount (6836 FTE)
Freshman Retention Rate:	51 %
Graduation Rate:	40 %
Living Alumni:	22,000+
Number of Faculty (Full-time and Part-time):	394
Tenured:	No tenure system
Faculty Salaries:	12 month contract \$68,600
Student/Teacher Ratio:	1:17
Degrees:	AAS, AS, BBA, BS
Library Volumes:	103,000
Athletics:	Basketball, soccer



APPLICATION PROCEDURES

Applications are due by **January 4, 2009**, when screening will begin. To be considered, candidates should e-mail, as Microsoft Word or Adobe Acrobat attachments: 1) a cover letter that addresses the challenges and qualifications listed above; 2) a current résumé or curriculum vite; and 3) the names, phone numbers, and e-mail addresses of three references to: Berkeley-Provost@rhperry.net.

FOR FURTHER INFORMATION CONTACT...



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POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

Berkeley College is an affirmative action, equal opportunity institution.

www.berkeleycollege.edu



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