WASHINGTON & JEFFERSON COLLEGE
INVITES NOMINATIONS FOR AND EXPRESSIONS OF INTEREST IN
THE POSITION OF VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN OF THE COLLEGE.

Washington & Jefferson College announces
the search for the Vice President for Academic Affairs and Dean of the College (VPAA) to join the leadership team of Dr. John Knapp, the College’s 13th president who assumed office on August 1, 2017. Washington & Jefferson has a rich and distinctive history, nationally-recognized academic programs led by outstanding faculty, a strong financial position, a beautiful campus, and proximity to one of the most dynamic cities in the country. The College’s sound institutional foundation, coupled with its impressive momentum, offers outstanding leadership opportunity for the next VPAA.
WHO WE ARE AND WHAT WE VALUE
Washington & Jefferson College (“W&J”) was founded in 1781 and is the nation’s eleventh oldest college. Now in its third century, the College, a Phi Beta Kappa institution, adheres to the belief that a liberal arts education is not only the best vehicle for personal intellectual growth, but that it also provides the ideal preparation for professional success. Committed to providing undergraduates with a top-ranked, four-year, co-educational education, W&J aspires to graduate students with a life-long passion for learning, compassion for others, and the ability to translate academic study and personal concern into effective leadership and action in their communities and the world. Ranked as one of the top liberal arts colleges, W&J is above all focused on student success and embraces a holistic approach to the student experience.

The W&J student is an individual who earnestly and honestly wants to excel both inside and outside of the classroom. These students understand the power of education to provide them with a better life as well as a foundation for building the futures they envision. W&J attracts students from all backgrounds and all walks of life and encourages them to engage with ideas and projects that will challenge their boundaries. These students are attracted to the rigor of the institution, the strong connections they establish with a talented faculty and staff, and the solid and proven outcomes of their W&J education.

At W&J the heart of the academic enterprise is the relationship between students and their faculty. There are 156 faculty members, 111 of whom are full time. Faculty members engage in vital professional lives that encompass scholarship and research, but they are at W&J because they are dedicated first and foremost to teaching. The faculty respect a VPAA who embraces this orientation and works passionately towards supporting the student-faculty interaction and the strength and cohesion of the academic program.

MISSION STATEMENT
The mission of Washington & Jefferson College (W&J) is to graduate people of uncommon integrity, competence, and maturity who are effective lifelong learners and responsible citizens, and who are prepared to contribute substantially to the world in which they live.

To this end, the College promotes the development of skills, knowledge, personal qualities, and a worldview that characterizes a well-educated person. All components of the living and learning environment at W&J are designed and intended to support this mission.

VISION STATEMENT
Washington & Jefferson College will be recognized nationally as a highly selective, residential, student-centered liberal arts college with an exceptional record of producing future leaders, whose graduates are prepared for a breadth of life opportunities and professional success. Toward that end, W&J will assert its place as Pittsburgh’s premiere liberal arts institution, a role it has played for more than 230 years. More broadly, it will also be known as a robust community of engaged and intellectually curious faculty, staff, and students.
W&J highly values educational experiences that take our students outside of the classroom, such as internships, experiential and service learning, and student-faculty collaborative research that often leads to conference presentations and publications. In addition to activities directly linked to the academic programs Washington and Jefferson College is known for the Magellan project that provides students with the support and funding necessary to pursue their own self designed summer research projects and the Washington Fellows Program, a selective program for exceptional students who want to challenge themselves in distinctive ways during their years at the College.

A key strength and resource of the College is its alumni; in addition to financial support, W&J alumni serve as active mentors and networkers for students. For more than 200 years, W&J's distinguished alumni have been influencing change in business, politics, and the arts and sciences as CEOs, lawyers, state representatives, doctors, researchers, writer and teachers, and in many other equally worthy professions. They are the best examples of and advertisement for the positive trajectories our current students wish to pursue, and they and the members of the Board of Trustees give generously of themselves to help current students.

The successful candidate will join the College community at an unprecedented time in its history. We are experiencing the same pressures as other small, liberal arts colleges, and our continued momentum is going to depend on creative, forward-thinking, visionary leaders who can help us preserve ourselves by pushing ourselves forward. We have excellent faculty, a strong academic program that could be improved by cohesive strategic planning, and most importantly, an interesting and engaged student body who is eager to take advantage of all that a W&J education can and should provide.
Our Academic Program
The College offers 33 majors and 27 minors in a variety of disciplines. The top five majors are psychology, business, English, accounting, and economics; and W&J has long been known for the quality of its pre-health and pre-law programs and the success of their graduates. The Faculty of the College have recently completed a major revision of the general education program, with intention to allow for students’ academic choices to support individual goals, while also insuring our graduates have engaged in a broad and deep program of study. Each major incorporates instruction in writing and technology that is subject-appropriate, and all students must complete a capstone project in the major. Many students pursue double majors or majors and minors during their time at the College, and interdisciplinary work by students and faculty alike is highly respected and encouraged. Student – faculty research is emphasized as are a wide variety of experiential learning opportunities. Students are strongly encouraged to participate in a number of opportunities to travel and study abroad.

The College continues to expand educational opportunities while adhering to the belief that a liberal arts education develops the intellect and the soul, preparing people for work as well as for life. W&J aspires to graduate students with a life-long passion for learning, compassion for others, and the ability to translate academic study and personal concern into effective leadership and action in their communities and the world. W&J graduates have gone on to become leaders in every industry for more than two centuries. The College’s distinct combination of renowned faculty, state-of-the-art facilities, individual attention, and abundant opportunities for research, internships, and study abroad in a liberal arts setting provides students with the ultimate preparation to achieve their goals and realize their dreams.

In 2015, W&J reintroduced graduate programs to the offerings of the College, building on areas of strength to broaden its curricular reach. The new VPAA will have the opportunity to continue the conversations about the role of graduate programs at the College, and how to optimize the relationship between the graduate and undergraduate programs.

The College is fully accredited by the Middle States Commission on Higher Education (MSCHE). The Chemistry Department offers an American Chemical Society approved major, and the College’s Teacher Certification Program is accredited by the Pennsylvania Department of Education. MSCHE authorized Washington & Jefferson College to allow certificate and graduate programs in 2013-2014 and commended the College in the last two reports. The next Self-Study Review is underway in anticipation of a spring 2019 visit.
**Our Student-Centered Approach**

A four-year residential campus, W&J offers students extraordinary opportunities to engage in co-curricular activities through participation in athletic, social, extracurricular, and cultural activities.

Student Life staff value a strong partnership with Academic Affairs in creating a student-learning culture that promotes student success and development, both intellectual and personal. To that end, the two divisions collaborate regularly. Some examples of recent joint initiatives include the calendar revision process; collaborative work on inclusion and equity both in and out of the classroom; student support services; support for the growth of internationalization of our student body; and the first-year experience.

W&J students are highly engaged in multiple ways on campus. Students actively seek out leadership roles; participation in student government is high, as is interest in RA and LINK mentor (peer advisor) positions. W&J is home to more than 80 organizations focused on the arts, culture, faith, academic fields, hobbies, student advocacy, as well as civic and community engagement. Students devote more than 20,000 hours annually to community service to the region.

More than half of Washington & Jefferson College students participate in Division III varsity, club, or intramural sports, and 37 percent of students are varsity athletes. W&J’s athletic teams have won 122 conference championships throughout the College’s history. Washington & Jefferson College is home to 10 Greek Letter organizations, with two alpha fraternity alpha chapters, and 38 percent of students are members. All the Greek organizations reside on campus in the College-owned houses.
Our Institutional Leadership and Governance
Washington and Jefferson College is governed by a Board of Trustees comprising 38 current members representing a variety of professions, plus 18 emeritus trustees.

Joining the VPAA on the President Knapp’s senior staff are the Vice President for Enrollment, Vice President of Student Life and Dean of Students, Vice President for Development & Alumni Relations and Vice President for Business & Finance.

In the current Academic Affairs structure direct reports to the VPAA include the Associate Dean for Academic Affairs, the Assistant Dean for Academic Affairs, and the Associate Dean for Graduate Studies and International Programs. The VPAA has direct oversight for the U. Grant Memorial Library, the Office of the Registrar, the Office of Assessment and Institutional Research, and the Office of Advising and Disability Support Services.

The faculty is charged with responsibility for the curriculum and has significant decision-making or advisory roles in faculty retention and promotion, faculty development, and academic standards. The faculty conducts this work through standing committees and faculty nominees serve on selected Board committees. In addition, the faculty is highly engaged in supporting all areas of the college and takes an active role in student recruitment and retention activities.

Our Finances and Development
For the 2016-17 fiscal year, Washington & Jefferson College had a $58 million operating budget. Tuition, room, board, and fees are $56,512 for the 2017-18 academic year. The College’s endowment has reached a value of $140 million and the recent campaign, “An Uncommon Bond: The Campaign for Washington & Jefferson College,” exceeded its goal of $100 million, raising $115.2 million.
Our Campus and Washington, PA

Nestled in a residential neighborhood in the center of Washington, Pennsylvania, the College has a blend of historic and modern facilities, with more than 55 buildings on a 65-acre campus. All facilities are within easy walking distance of each other. The picturesque campus has its own arboretum and is a designated “Tree City” zone. In addition to the College’s recreational, residential, and academic buildings located in Washington, it maintains a 54-acre biological field station that offers students and faculty hands on research experience.

With a population of 13,663 Washington, PA, is a city rich in history and culture and is home to a blend of families who have been in the region for generations as well as more recent residents who find the city to be a great place within easy commuting distance of Pittsburgh. There is a longstanding and bustling weekly farmers’ market on Main Street, which was enhanced in May 2016 with a lovely pavilion. W&J enjoys a productive “town-gown” relationship, and Mayor Scott Putnam is a regular visitor to campus. There is a healthy working partnership between the College and the city.

ACCESS TO A MAJOR CITY

Just 30 miles from campus, Pittsburgh offers W&J students, faculty, and staff all of the opportunities of a major metropolitan area. Long been cited as an exemplar of urban transformation, Pittsburgh has converted its manufacturing-based profile into a diversified economy that features financial services, technology, and distribution offerings.

World-class museums, orchestras, theatre, and dance troupes add to the richness of the region’s offerings. Pittsburgh is also recognized as a “sports hub” because of its successful professional franchises including the NFL’s Steelers, MLB’s Pirates, and the NHL’s 2016 and 2017 Stanley Cup Champion Penguins. Pittsburgh is currently ranked number five on USA Today’s “The 10 Best American Riverfronts” list and has set a global standard for best practices in riverfront development and utilization. Pittsburgh’s food scene was rated #1 by Zagat in 2015 and has been cited by The New York Times and The Washington Post as a “foodies destination.”
Vice President of Academic Affairs and Dean of the College

Priorities

The person in this position must clearly be able to perform the dual roles of strong advocate for the academic program and the faculty and staff who guide it to both internal and external constituencies and of advisor to the President, serving as an integral member of his senior-level team and who will take on responsibility for leadership in his absence.

Priorities for the Vice President for Academic Affairs and Dean of the College will be:

• To articulate a comprehensive vision for a Washington & Jefferson education, distinguished by a solid foundation in the liberal arts and sciences and pre-professional programs of recognized excellence. With a commitment to undergraduate liberal arts education, the VPAA will advance the College’s core academic mission and be a spokesperson for the academic program on and off campus. The VPAA will inform that mission for the 21st century by strengthening opportunities for experiential learning through undergraduate research, study abroad, internships and other forms of active learning.

• To continue to build on the strategic plan currently in development that will evaluate the College’s academic programs and the market forces that shape them, and to advise the President as to innovations, structural changes, and other essential priorities moving forward. The strategic capacity of the next VPAA will be informed by an understanding of current trends and best practices in higher education. The VPAA will also need to look strategically at the growth of graduate, continuing education and certificate programs and their relationship to the undergraduate curriculum and should have experience in and the ability to promote further internationalization of the campus.

• To develop effective shared governance, in partnership with the faculty and as their advocate, that provides structures and processes for collaboration among faculty and administration on behalf of the College. The VPAA will also be a proponent for faculty development that advances creative approaches to teaching and learning, and will support research and other forms of professional accomplishment.

• To manage budget, personnel and academic policies and procedures to maximize the effectiveness of the office of Academic Affairs. Understanding that the scope of the VPAA’s work as the leader of the academic program often includes making difficult decisions, the VPAA will approach decision-making informed by data and with input from appropriate constituencies and will ensure that decisions are communicated broadly and in a timely and transparent manner.

• To partner with Student Life and other areas of the College to develop and implement a holistic approach to the student experience at Washington & Jefferson. Understanding that decisions made in one area have impact on others, and building on the good will among the College’s constituencies, the VPAA will foster collaboration and transparency in the evolution and dissemination of policies and procedures, services and practices that ensure that the College is a welcoming and inclusive environment for a diverse faculty, staff and student body.

“We practice the liberal arts”
REQUIRED QUALIFICATIONS
Washington & Jefferson College’s Vice President for Academic Affairs and Dean of the College will be an experienced academic leader with a record of significant budget and personnel management in positions of increasing responsibility in academic administration; an earned terminal degree; and a record of teaching and professional accomplishment, ideally in a discipline taught at the College, commensurate with appointment at the rank of professor.

DESIRED EXPERIENCE AND ATTRIBUTES
W&J seeks candidates with outstanding communication skills, integrity, a strong work ethic, and a clear understanding of higher education. We seek those who value the liberal arts as the ideal educational path for 21st century students to realize both meaningful lives and professional success.

Also desired are:

• Senior level academic experience, preferably at the level of Dean or above
• An approach that is student-centered
• Demonstrated commitment to advancing and prioritizing diversity and inclusion
• A strategic and visionary leader with a demonstrated ability to articulate a clear and coherent plan and to unify constituents to implement it
• An inclusive leader with an understanding of and respect for shared governance and an abiding respect for the significant contributions of faculty
• A visible leader who interacts with various constituencies by actively engaging multiple perspectives on a residential campus, celebrating successes large and small, enthusiastically participating in the college community, and favorably influencing its regional and national reputation
• An accomplished leader in higher education, knowledgeable about key issues affecting private, residential liberal arts institutions nationally
• A decisive leader with the ability to assess and consider circumstances, to make difficult decisions, and who understands the need to explain them
• An energetic, optimistic, resilient leader with a good sense of humor who will provide respected, long-term leadership
• An authentic leader who is willing to be involved and engaged with the W&J community
• An academic entrepreneur with a record of innovation
• Demonstrated commitment to professional development to support the effectiveness of faculty in the classroom and in their professional work
• Experience with/demonstrated commitment to internships, comprehensive internationalization, student research and other forms of experiential learning
• Demonstrated experience working effectively within in a shared governance environment.
• Dedication to being a good partner with the city and county of Washington and in the Greater Pittsburgh area
• Deep appreciation for W&J’s mission and core values
**Process of Candidacy**

The College is being assisted by Academic Search, Inc. Applications should consist of (1) a detailed cover letter addressing the expectations of the position; (2) a current curriculum vitae (CV); and (3) a list of five professional references with contact information and a note explaining your working relationship with each. References will not be contacted without the explicit permission of the candidate.

Applications, nominations, and expressions of interest can be submitted electronically, and in confidence, to WJVPAA@academic-search.com. The position is open until filled but only applications received by December 3, 2017, can be assured full consideration.

Confidential discussions about this opportunity may be arranged by contacting Senior Consultants Andrea Warren Hamos at (awh@academic-search.com) or Jerry Israel (jmi@academic-search.com).