



**Dean
Division of Continuing Professional Studies**

Champlain College invites applications and nominations for the position of Dean, Division of Continuing Professional Studies (CPS). Reporting to the Provost, the Dean is a key member of the College's senior academic team and is responsible for the academic quality, growth and integrity of all CPS programs. The individual in this strategically-focused role will identify learning needs and opportunities in national and international markets and collaborate with external entities and the College's other four academic Divisions to offer new relevant undergraduate certificates, associate's, bachelor's degrees, and master's degree programs. S/he oversees the recruitment, admissions, retention, and academic advisement of students to ensure their satisfaction and success. In addition, the Dean leads a qualified and diverse full-time and part-time faculty and staff.

Champlain College

Founded in 1878, Champlain College is a private college offering online and residential undergraduate programs as well as online/low-residency graduate programs. The College has a mission of endeavoring "to be a leader in educating today's students to become skilled practitioners, effective professionals, and engaged global citizens" through taking an "agile and entrepreneurial approach to higher education with a commitment to liberal learning, community involvement, and 'the human touch.'" In keeping with this mission, Champlain has a long-standing history of serving the educational needs of the local workforce, including the development of Vermont's first online distance learning program, providing scholarships and programs designed to support community members and the creation of the Workforce Development Center. Champlain's educational mission has since expanded globally to include campuses in Canada and Ireland. Champlain College received the 2009 IIE Andrew Heiskell Award for Innovation in International Education as a result of the success of its Global Modules program, a Faculty Internationalization Initiative and a visiting scholar-in-residence program for international faculty.

Champlain College's signature entrepreneurial spirit, commitment to relevant professional preparation, nationally-acclaimed innovative curriculum, excellence in online program delivery and tradition of working with students individually has resulted in recognition as one of "Top Up-and-Coming Schools" in *U.S. News & World Report's*

2010 edition of "America's Best Colleges" and as the third best online degree provider in the country, according to the Online Education Database (OEDb).

Champlain enrolls approximately 2000 full-time traditional undergraduates, 900 adult learners, and nearly 100 FTE graduate students in six distinct divisions: Core; Business; Communication and Creative Media; Education and Human Studies; Information Technology and Sciences; and Continuing Professional Studies. There are 34 undergraduate majors offered and six graduate programs. Faculty typically have been or currently are practitioners in their field, enabling them to bring their considerable experience and credentials to bear in the classroom. Students enjoy access to a wide variety of state-of-the-art educational and recreational facilities, such as labs, the library, and the student center all located on a self-contained campus in the Hill Section of Burlington.

Burlington

Located just one hundred miles southeast of Montreal and with easy access to Boston and New York City, Burlington is on the shores of Lake Champlain and has been ranked the number one "smallest big city in America." The metropolitan area of approximately 150,000 people features a lakeside path, art galleries, coffee shops, restaurants, nationally known stores, locally owned boutiques and the Flynn Center for Performing Arts. Burlington hosts annual events such as the Discover Jazz Festival, the Mozart Festival, and, beginning this year, the Champlain Valley Folk Festival. Burlington is also home to a major university research hospital, three other colleges or universities, and the corporate headquarters for Burton Snowboards, Seventh Generation, and Lake Champlain Chocolates. Ben and Jerry's and Vermont Teddy Bear Company also both got their start on the streets of Burlington. The lakeside city is a haven for boaters and is just minutes from ski resorts and trails for skiing, snowshoeing, hiking, and biking and was recently ranked as the "Nation's Healthiest City" by the CDC.

The Division of Continuing Professional Studies

The Division of Continuing Professional Studies originally began as the Center for Online and Continuing Education (COCE) and its first online learning platform was called SuccessNet. Vermont's first two online distance learning courses were offered in 1993 and shortly thereafter the College made the commitment to move several existing degrees entirely online. *CPS's mission is to provide a continuum of relevant, life-long education to adults, leading to their professional advancement and the growth of their organizations.*

CPS, a degree-granting academic division and small business unit within the College, offers more than 20 programs geared to adult learners. The Division creates and offers distinctive, academically rigorous degree and non-credit programs in flexible online or on-campus venues. CPS students benefit from strong academic advising and personal support provided by CPS staff. CPS currently serves about 900 distant and local students and has an operating budget of \$3.2 million. The division has its own academic, marketing, admission, student retention, and workforce development teams to best serve the unique and important needs of its students, and employers and employees in the State of Vermont and elsewhere. Current programs include: accounting; business

management; computer and information systems; computer forensics and digital investigations; health informatics; health care management; information systems; network security and administration; professional studies; and software and website development.

CPS has set realistic and ambitious plans and goals for the next five to ten years including:

- Grow the programs and infrastructure of the division to serve 5,000 students.
- Become a leader in the use of technology in delivering programs and support for students
- Be a distinct leader in providing instruction and support services to students and provide programs and courses that enable adult learners to succeed academically, professionally, and personally.
- Identify emerging industries, opportunities and niche programs for future workforce and educational needs.
- Attract competent and effective instructors and cultivate an engaged community of practitioners.

Key Opportunities and Challenges

The Dean is the chief academic and administrative officer for the Division and represents the College to external constituents as well as CPS on all college-wide committees. The Dean leads a highly competent executive team and a team of faculty and staff responsible for the academic advancement as well as the recruitment, admissions, retention, and academic advisement of students, to ensure their satisfaction and success. The Dean also has oversight of the Workforce Development Center, the College's business-to-business unit. That unit provides a sales function for the College in that market, and also performs a number of other functions for the business community and the College.

The Dean will take the work of a strategic-thinking, planning-driven team (e.g., 2020 strategic plan; academic, marketing, administrative and B2B plans) and create a cohesive business plan for the next five to ten years. Opportunities and challenges include:

- Implement CPS's 2020 strategic plan by building CPS and College capacity to serve 5000 students and finding resources to fund the division's growth.
- Extend the division's efforts to research and develop a distinctive national brand that provides strong competitive advantage.
- Develop additional strategies to compete nationally in a highly competitive market as an institution with premium tuition.
- Develop additional strategies to build enrollments in Vermont, the second smallest state in the US.
- Bring innovative solutions to the challenge of limited resources.
- Continue the Division's efforts to cultivate donors and friends and create and implement an effective fund-raising strategy.

- Grow existing relationships and continue developing mutually-beneficial alliances with external constituencies on a national and international level to support divisional and institutional advancement efforts.
- Evolve CPS and restructure as appropriate to meet the strategic goals of the Division, creating new models for student learning and credentialization as well as educational delivery.

Qualifications

The new Dean of CPS will have a proven track record in growing continuing education programs and an effective organizational infrastructure and a minimum of five years of progressive experience as an academic leader of a self-sustaining academic business unit. The successful candidate will be an innovative and collaborative leader with a demonstrated knowledge of adult learning needs and best instructional practices in all venues. S/he will have an indomitable spirit and a deep commitment to the personal and professional development of the Division's students, faculty, and staff.

The new Dean will possess the following abilities, attributes, and experiences:

- Outstanding communication, leadership, and management skills to ensure the continued growth of the division and the trust of the campus
- Demonstrated ability to lead strategically with vision, energy, and passion;
- Experience as a change-agent and comfort with creating new environments for success;
- Knowledge of national trends and best practices in online and adult education;
- Consensus builder, patience, flexibility, sense of humor, and ability to engage very smart people in difficult and challenging decisions;
- Knowledge of and experience with technology that promotes learning and enhances student experiences;
- Articulate spokesperson for Champlain's mission and its existing and emerging programs;
- Experience managing an income/expense unit with revenue targets and contributions to indirect cost expectations.
- An earned Doctorate from a regionally accredited institution.

Nominations and applications, which will be kept confidential, should be sent to:

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Champlain College values, supports, and encourages diversity of backgrounds, cultures and perspectives of students, faculty and staff. We are an Equal Opportunity Employer.