

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



POSITION: **VICE PROVOST FOR ACCREDITATION AND UNDERGRADUATE LEARNING**
Search #1269JAN
Full-time, Board of Regents Contract Position

DEPARTMENT: **Academic Vice Chancellor**

DATE TO START: July 1, 2012

SALARY: Commensurate with education and experience

Montana State University Billings is the third largest University in Montana and is located in Montana's largest city. The Senior campus, College of Technology and Downtown campus together a home to approximately 5,500 students. The University has five colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who together work hard to create an outstanding University.

Montana State University Billings is seeking nominations and applications for the position of Vice Provost for Accreditation and Undergraduate Learning. This person provides leadership for accreditation, undergraduate education, assessment, academic planning, program evaluation, general academic policy development and implementation, and advises the Provost on matters of the University Honors program and general education enhancement. This person will also work closely with the academic Deans, the Vice Chancellor for Student Affairs and other university administration.

DESCRIPTION: Vice Provost for Accreditation and Undergraduate Learning reports directly to the Provost. Responsibilities include fostering program initiatives and providing guidance and university-wide coordination of undergraduate academic programs, the University Honors Program, General Education, and Student Success and Learning Assessment. The Vice Provost also coordinates reviews of all academic programs and serves as a liaison between colleges.

REQUIRED QUALIFICATIONS:

- Doctoral degree
- Demonstrated strong record of scholarly activities with successful teaching experience
- Demonstrated leadership skills and vision
- Demonstrated successful administrative experience, particularly in matters of professional and regional accreditation
- Demonstrated exceptional interpersonal and public communication skills

REVIEW DATE: Applications received by **February 24, 2012**, will be given preference review; however, the position is open until filled.

APPLY: Submit: (1) a **Cover Letter** addressing the above qualifications/skills; (2) **Curriculum Vita**; (3) **Unofficial Copies of College Transcripts**; (4) **Three (3) Professional References** including names, addresses, and phone numbers; and (5) the **Authorization for Background Check Form** to:

Human Resources Office/EEO-AA Office
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
Phone: (406) 657-2278; FAX: (406) 657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the MSU Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, 310 McMullen Hall.

MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodations (406/657-2278/TTY).