



Abraham Baldwin Agricultural College



VISIT ABAC.EDU TO LEARN MORE.

Inviting Applications and Nominations for

Provost and Vice President for Academic and Student Affairs



Abraham Baldwin Agricultural College, a member of the University System of Georgia, seeks a dynamic and entrepreneurial leader to serve as **Provost and Vice President for Academic and Student Affairs**. Reporting to the President and serving as a member of the President's Cabinet, the Provost and Vice President for Academic and Student Affairs is responsible for the development, implementation, and management of the College's academic and student affairs operations. This senior administrator serves as the Chief Executive Officer in the absence of the President. **The preferred start date is May 1, 2023.**



ABOUT THE COLLEGE

Since 1908, Abraham Baldwin Agricultural College (ABAC) has provided unique hands-on learning opportunities for students. ABAC values a real-life application to learning in addition to the rigorous classroom work and encourages students to get involved in as many possible ways when it comes to enriching their learning experience. The College's nationally recognized faculty, small class sizes, and interactive learning environments set students up for academic excellence and success in a variety of fields after graduation.

Tracy L. Brundage, Ph.D., became President of the College on August 1, 2022. Dr. Brundage has an extensive track record of effective leadership, innovation, and developing the workforce. Under her leadership, ABAC will be laser-focused on the mission and the need to develop students through hands-on learning for careers in which they will experience optimum success.

With campuses in Tifton and Bainbridge, the College has significantly increased its programs and degrees since its founding. ABAC had a 75-year history as a two-year college. In 2008, the Georgia Board of Regents changed the ABAC mission from a two-year college to a State College of the University System of Georgia, offering baccalaureate degrees in selected areas. Today, students pursue associate and bachelor's degrees across ABAC's four schools—School of Agriculture and Natural Resources, Stafford School of Business, School of Arts and Sciences, and School of Nursing and Health Sciences.

During Fall 2022, ABAC enrolled 3,649 students, of which 90 percent were from Georgia. The student body included representatives from 155 of Georgia's 159 counties and 58 of Florida's 67 counties, as well as 18 states and 24 countries. Nearly 1,400 students live on campus.

Excellent teaching is at the core of an ABAC education. Faculty and staff across the college community engage students in experiences and mentoring that enhance their personal development as well as intellectual growth. Those foundational principles are integrated into everything that happens on campus, including the work of dedicated professors and staff.

Through approximately 60 student clubs and organizations, ABAC provides various activities, training and leadership opportunities, and recreation that promote the growth and development of each student. The recently renovated Thrash Wellness Center and the Foundation Legacy Pool on the Tifton campus and the Student Wellness Center on the Bainbridge campus provide fun, fitness, and wellness activities that promote a healthy lifestyle. The College also operates the Forest Lakes Golf Club, a 9-hole course. The ABAC Student Chapter of The Wildlife Society manages Lake Baldwin, which, with a free ABAC fishing license, permits students to cast a line for bass, catfish, and other fish species.

A wide variety of services that support the academic mission of the College and enhance student life are available. Academic Support houses the academic support counselors, Accommodation & Disability Services, the Counseling Center (Mental Health Counseling), the Tutoring Center, and the Testing Center.

Intercollegiate athletics, both male and female, are an integral part of student life at ABAC. A member of Region XVII of the Georgia Collegiate Athletic Association and the National Junior College Athletic Association, the College participates in eight intercollegiate sports: cross-country, softball, soccer, and tennis for women and baseball, cross-country, golf, and tennis for men. Golf Coaches of America recently recognized the ABAC golf team as the National Junior College Athletic Association Academic National Champions. The team members compiled a 3.68 GPA, elevating them to first place in the nation. ABAC has won five national championships, three in women's softball and two in men's tennis.





THE OPPORTUNITY

The Provost and Vice President for Academic and Student Affairs (Provost) ensures that the academic curriculum meets the academic standards of the College and accrediting agencies, and reflects ABAC's mission and vision. As Chief Academic Officer, the Provost provides vision and leadership for all matters relating to curriculum and instruction. While the Provost holds faculty rank and privilege, the position is administrative.

The Provost plays a key leadership role in fostering academic excellence and integrity and in prioritizing and allocating budgetary resources. Working collaboratively with direct reports, the Provost develops and recommends the annual academic budget, ensures fiscal responsibility for use of all funds allocated for educational programs, and collaborates with other senior administrators to create support systems for academic affairs.

In leading the faculty, the Provost serves as an advocate, facilitator of institutional improvement, and as a transformer of the academic components of the College in order to meet the needs of ABAC students in a rapidly changing higher education landscape. With a collaborative, inclusive, and collegial leadership style, the Provost is a visionary leader and experienced administrator who can ensure accountability of the Academic and Student Affairs units in a focused drive toward innovation, transformation, and excellence.

The Provost provides leadership and supervision to the four school deans, the assistant vice presidents for the Center for Teaching and Learning, Student Affairs, and Registrar; the directors of Academic Support, Athletics, Honors Program, Library, Multicultural Education, and Sponsored Programs; Institutional Effectiveness; and other personnel. The support offices associated with the Office of the Provost include the Office of the Dean of Students and Student Affairs, Office of the Registrar, the ABAC Libraries, Office of the QEP (Quality Enhancement Plan) – STEPS (Student Engagement Programs), Office of Institutional Effectiveness and Research, Center for Teaching and Learning, Enrollment Management, Academic Support and Testing, Office of Student Development, Multicultural Education, Sponsored Programs, and the Honors Program.

Major Duties

- Serves as Chief Officer for all Academic and Student Affairs of the College.
- Demonstrates utmost professionalism.
- Demonstrates strong work ethic.
- Fosters curricula and programs that contribute to the mission of the College in its role locally, regionally, and nationally.

- Provides leadership in long-range planning, budgeting, curriculum and program development, assessment, accreditation, and compliance.
- Effectively communicates education values with vision for future growth.
- Provides leadership and support to the deans to meet and exceed enrollment targets, retention rates, and graduation rates and to ensure mission-driven academic objectives are achieved.
- Oversees faculty recruitment, retention, placement, promotion, salary allocation, tenure, and utilization of academic personnel.
- Serves as advisor to and ex-officio member of the Faculty Senate.
- Actively participates as a member of the President's Cabinet and assists the President and other senior leadership in achieving priority institutional objectives identified in the College's Strategic Plan.
- Coordinates faculty and administration hiring in the areas under Academic Affairs and Student Affairs.
- Fosters a campus culture that embraces diversity.
- Communicates successfully and works collaboratively across a diverse shared-governance system.
- Communicates successfully and works collaboratively with a diverse array of campus, community and professional individuals and organizations.
- Resolves conflicts and advises other academic administrators on personnel issues.
- Provides leadership to the faculty and makes final recommendations to the President on curriculum matters.
- Administers the academic policies and requirements of the College.
- Coordinates with Schools and academic departments to manage class schedules, class enrollments, and course loads of teaching faculty with fiscal responsibility.
- Promotes excellence in teaching and scholarship and encourages use of technology in teaching.
- Helps develop budgets and monitors expenditures for the academic and student affairs offices under direct supervision.
- Promotes and advances the College by actively participating in appropriate state, regional, and national organizations.
- Promotes and advances the College by active participation in charitable and civic organizations.
- Provides oversight of academic services, including advising, tutoring, and engagement units.
- Provides leadership for the planning, organization, coordination, and evaluation of student affairs units while achieving institutional goals and objectives.
- Ensures that the activities of Academic and Student Affairs meet the requirements of the College's accrediting and licensing agencies.





Qualifications and Credentials

Required

An accomplished college-level instructor and active scholar with an earned doctorate from a regionally accredited institution in an academic discipline, preferably related to the College's offerings

Desired

A minimum of five years of progressive leadership experience in academic affairs and experience in fundraising and grant contract activities

Other Requirements

- Demonstrated commitment to shared governance
- Proven ability to communicate and work effectively with faculty, staff, students, and community groups of diverse academic, socioeconomic, cultural, and ethnic backgrounds
- Record of successful leadership in higher education
- Evidence of innovative, outside-the-box thinking and problem-solving skills
- Excellent written, presentation, and interpersonal skills
- High level of professional appearance and demeanor
- Thorough understanding of the diverse objectives and functions of all components of academic and student affairs

Knowledge and Skills

- Knowledge of the Georgia Board of Regents policies and procedures, or ability to become knowledgeable quickly

- Knowledge of FERPA regulations, Title IX regulations, and federal and state guidelines with the ability to apply good judgment, selection, and interpretation in their application
- Knowledge of state and national issues related to higher education
- Knowledge of budget development and management principles
- Knowledge of supervisory principles and practices
- Demonstrated ability to contribute to the achievement of institutional goals and objectives
- Ability to facilitate change and a proven track record in the implementation of strategic initiatives
- Ability and willingness to work primarily in a college campus environment
- Ability to work within a culturally diverse organization
- Ability and willingness to travel for administrative work
- Ability and willingness to work weekends and evenings
- Ability to maintain a high level of confidentiality
- Ability to assign work in term of goals and objectives
- Skills in the delegation of responsibility and authority
- Skills in the operation of computers and job-related software programs
- Skills in decision making and problem solving
- Skills in interpersonal relations and in dealing with the public

Tracy L. Brundage, Ph.D.

ABAC President



President Tracy L. Brundage is a recognized expert in the workforce development field. When she assumed the College's chief executive post in August 2022, Dr. Brundage brought 30 years of overall experience in a wide variety of academic and operational leadership,

strategic planning, and organizational development positions both in higher education and the private sector.

Before being named President of ABAC, Dr. Brundage served as President of Keystone College, a private institution with more than 50 fields of study located in La Plume, Pennsylvania. Previously at Keystone, she had been Provost and Vice President for Academic Affairs. In that capacity she supervised the Library, Advising & Disability, Career Services, Institutional Research & Planning, Office of Grants

& Specialized Programming, the Keystone College Environmental Education Center, and Adult & Online Learning. She managed a budget of \$10 million, had a team of 13 employees, served on the president's cabinet, and performed the chief administrative officer duties in the absence of the president.

Under her leadership, Keystone College attained a student success rate of placing 94% of its students in jobs, and many of its programs have a 100% placement rate. Keystone has also evolved to meet the changing educational needs of students. The college, during her tenure, created campus-wide enrollment and retention strategies, opened a Professional Development Institute, expanded experiential learning opportunities, and added new high-demand, career-based bachelor's level and other programs to help meet regional workforce needs.

Over her career, Dr. Brundage has held various senior level administrative positions at the Pennsylvania College of Technology, Pennsylvania State University at York, and Harrisburg Area Community College.

Dr. Brundage holds a Bachelor of Arts degree in psychology from Gettysburg College, as well as both a Master of Education degree in training and development and a Ph.D. degree in workforce education and development from Pennsylvania State University.



Our Mission

Abraham Baldwin Agricultural College is a State College within the University System of Georgia. ABAC's mission is to provide excellent education by engaging, teaching, coaching, mentoring, and providing relevant experiences that prepare the graduate for life.

Our Vision

ABAC aspires to an institutional destination of greatness; a college where committed students seek a life-changing experience and are prepared to contribute positively to the communities in which they live and work.



Abraham Baldwin Agricultural College is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, and University System of Georgia policy, Abraham Baldwin Agricultural College prohibits the harassment, discrimination, or retaliation against any person because of race, color, sex, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the college community on campus, in connection with a college program or activity, including admissions and employment.



Tifton, Georgia

Twice selected as one of “The 100 Best Small Towns in America,” Tifton is a growing leisure destination in the heart of South Georgia. The warm and inviting community has city-style amenities and a high quality of life.

Historic downtown Tifton has gift shops, restaurants, boutiques, bakeries, stores, museums, and professional services. Residents also enjoy a public library, public parks, county recreation, senior services, and a comprehensive medical center. The Tift Theatre for Performing Arts, a 612-seat theatre that has been restored to its original beauty when it first opened in 1937, offers a season of productions.

Tifton has a strong commitment to education. There are both public and private schools for K-12. In addition to Abraham Baldwin Agricultural College’s

main campus in Tifton, Southern Regional Technical College and the University of Georgia also have campuses there. The educated and skill-trained workforce continues to enable the town to attract quality new businesses and industries.

The town’s annual festivals and events are popular with residents and tourists. The Rhythm & Ribs BBQ Festival, Folk Life Festival & Quilt Show, Arts in Black Festival, Pumpkin Patch & Corn Maze, Trick or Treat in the Village, Cane Grinding & Syrup Making, and North Pole Express are among the many activities held during the year.

Strategically located just two and a half hours south of Atlanta, Tifton can be reached easily by I-75, US 319, US 82, and US 41. Florida and Georgia beaches are easy trips for weekend get-aways.

Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.



Applications

1) Application packet must include:

- a) A letter of application that addresses the responsibilities and qualifications of the position
- b) Current curriculum vitae or résumé
- c) At least four professional references with full contact and e-mail information. (*References will not be contacted without applicant’s consent.*)

2) **Submit application packet to ABAC-Provost@myersmcrae.com** (preferably as PDFs) **by February 2, 2023**, for best consideration. Applications will be accepted until the position is filled. Additional information will be requested upon receipt of application.

Nominations

Submit nominations to ABAC-Provost-nominate@myersmcrae.com with complete contact and e-mail information for the individual being nominated.

Consultant

Emily Parker Myers, CEO, of **Myers McRae Executive Search and Consulting**, is conducting this search, with **Jessica Thompson**, Associate Vice President and Executive Search Coordinator, assisting. To schedule a private conversation, e-mail your request to JessicaThompson1@MyersMcRae.com.