ILLINOIS STATE UNIVERSITY

Illinois' first public university

Associate Vice President, Academic Administration

Leadership Profile

Spring 2023



Executive Summary

Founded in 1857, Illinois State University is the oldest public university in the state. Located in Normal, 125 miles southwest of Chicago, Illinois State hosts a diverse community of scholars committed to fostering a small college atmosphere with large university opportunities. Illinois State's mission is based on a shared set of core values: Learning and Scholarship, Diversity and Inclusion, Respect, Collaboration, Individualized Attention, Civic Engagement, and Integrity. Students at Illinois State find rigorous academic programs that challenge them to be their best and a welcoming and supportive campus atmosphere that helps them grow and mature as scholars, citizens, and leaders. The University has a total enrollment of 20,683 students (18,055 undergraduate and 2,628 graduate) situated on a 1,111-acre campus.

Illinois State University invites applications for the position of Associate Vice President, Academic Administration (AVPAA) in the Office of the Provost. The 12-month position has a preferred starting date of July 1, 2023.

Under the guidance of the Provost, the AVPAA (a) provides leadership in faculty personnel issues: recruitment, retention, tenure, promotion, sabbaticals and other leaves, awards, external employment, and evaluation; (b)serves as the primary contact for the Office of the Provost regarding university academic personnel policy issues and matters of concern to faculty and academic staff; and (c) collaborates with various university personnel regarding academic facilities and coordinates academic facility enhancements. This position serves as an overall policy and federal compliance resource person for all Academic Affairs, and coordinates policy reviews and revisions. Accordingly, the individual in this position can expect to work closely with the Office of the General Counsel, Human Resources, the Office of Equity and Inclusion, the Office of Equal Opportunity and Access (OEOA) and others. The Associate Vice President has oversight responsibility for Conference Services and other duties as assigned.

The AVPAA must possess the ability to effectively communicate and collaborate with colleagues. They must be capable of making independent, fair, inclusive, and balanced judgments and multi-task when necessary. They have daily contact with college deans, department chairs and school directors, General Counsel's Office, Human Resources, OEOA, faculty, and staff. This individual must reflect the collegiality and competence of a senior administrator in the Division of Academic Affairs. The AVPAA must be able to meet with the Incident Management Team on nights and weekends when necessary and meet with Academic Senate, Faculty Caucus, and Rules Committee from 6:00 to 9:30 p.m. on alternating Wednesdays.

The AVPAA works closely with shared governance bodies, faculty, and the office of the Provost to develop, review, and implement policies. The individual in this position will liaise with those entities to ensure that relevant faculty policies are current, transparent, and consistent with national best practices.

Illinois State recognizes that our commitment to just, equitable, diverse, and inclusive values enriches the educational and cultural experiences of the entire campus and greater community. To that end, we encourage applications from individuals from diverse backgrounds and identities and those who seek to advance the University's continued commitment to justice, equity, diversity, access, and inclusion.

The AVPAA must be tenurable at the rank of Professor within one of Illinois State's departments/schools. State law mandates demonstrable oral proficiency in the English language as a requirement for this position. This position is security sensitive, and employment is contingent upon the candidate's satisfactory clearance of a criminal background investigation based on university policy.

Applications, inquiries, and nominations are invited. To submit a nomination or express personal interest in this position, please see the Procedure for Candidacy at the end of this document.



Role of the Associate Vice President for Academic Administration

Appointment, Salary, Promotion, Tenure (ASPT): Coordinates faculty recruitment, retention, tenure, promotion, and annual evaluation at the university level.

Policies, personnel, and compliance: Reviews, interprets, and provides guidance in the application of all academic related personnel policies and matters of concern to faculty and staff; works with Senate Rules Committee, University Review Committee, Faculty Review Committee, University Compliance Committee, Minors Activity Compliance Committee; and coordinates for the Ombuds Council. Consults with the Associate Vice President (AVP) for Research and Graduate Studies, department chairs and school directors, and deans on personnel issues, as needed. Responds to parent/student complaints and facilitates the Final Course Grade Challenge appeal process.

Facilities: Oversees the planning, construction, and management of academic facilities. Serves as the Provost representative on facility-related committees and meetings. Plans, projects, and coordinates with AVP Academic Fiscal Management on fiscal needs for facility projects within Academic Affairs. Coordinates unit-level emergency preparedness and serves as the primary representative on the Incident Management Team.

Academic reporting: Annual Promotion, Tenure, Sabbatical Report (for Board of Trustees and Senate); annual federal consumer guide requirements; annual Academic Calendar; annually updating Faculty and Department Chair/School Directors' Handbooks.

Personnel processing: Provides leadership for compliance for the following: stop-the-clock requests, work-from-home agreements, secondary/outside employment forms, sabbaticals, and other educational leave requests. Provides consultation on faculty awards in coordination with other AVPs (e.g., the Carnegie Fellowship), administrator evaluation, and records disposal and management. Coordinates search processes for the Office of the Provost.

Representing faculty and compliance on issues of technology: Represents the Provost's Office with the IT Portfolio council, Touchpoint Meetings, and procurement of new learning technologies.

Coordination with the Division of Student Affairs: Coordinates policy development and compliance with the Division of Student Affairs (e.g., TEACH ACT).

Supervises Conference Services in keeping with auditing measures and the Minors Compliance Act.

Professional Qualifications and Personal Qualities

Required Qualifications:

1. Doctoral degree or other terminal degree
2. Record of accomplishments as a scholar and teacher meriting appointment as Professor with tenure at Illinois State
3. Significant experience with academic administration at Chair/Director, Assistant/Associate Dean, or Dean level
4. Excellent written and oral communication skills
5. Excellent organizational skills
6. Demonstrated ability to address sensitive issues in an unbiased and effective manner
7. Demonstrated respect for university shared governance processes
8. A record of impeccable personal and professional integrity, judgement, and a strong sense of inclusiveness, equity, and fairness
9. Demonstrated commitment to and awareness of best practices related to equity, diversity, inclusion, and access^{+} (EDIA^{+}) as they pertain to faculty and personnel issues

Preferred Qualifications:

1. Record of promoting professional development among faculty and staff to advance faculty and staff success
2. Experience supervising academic personnel and Human Resources processes
3. Demonstrated ability to hold a broad university perspective
4. Familiarity with higher education policy and federal compliance

About Illinois State University

On February 18, 1857, Governor William Bissell of Illinois signed a bill creating a normal school and establishing the Board of Education of the State of Illinois as its governing body. The bill stipulated that the permanent location would be the place that offered the most favorable inducements. Jesse W. Fell took up the campaign for Bloomington and obtained financial backing totaling $141,000. Abraham Lincoln, acting as attorney for the Board, drew up the bond guaranteeing the Bloomington citizens

would fulfill their financial pledges. Illinois State University was consequently founded as the first public institution of higher education in the state.

Established as a teacher education institution, Illinois State has developed into a multipurpose university with degree programs at the bachelor's, master's, and doctoral levels. Six colleges offer approximately 174 undergraduate majors, 97 master's programs, 17 doctoral degrees, and 40 certificate options. In addition, the university has received approval from the Illinois Board of Higher Education for the creation of a new College of Engineering that will enroll its first cohort of students in Fall 2025. One of 12 public universities in Illinois, the alum base has now grown to more than 220,000. All initiatives are guided by ***Educate • Connect • Elevate: Illinois State—The Strategic Plan for Illinois' First Public University 2018-2023***. The document details the University's seven core values: Learning and Scholarship, Diversity and Inclusion, Respect, Collaboration, Individualized Attention, Civic Engagement, and Integrity. They combine to make Illinois State an institution with large-school opportunities and a small-school feel. Personalized attention is the focal point at the University, which lives its motto of "Gladly we learn and teach."

Enrollment for fall 2022 is 20,683 students. Illinois State's students appreciate the average 19:1 student-faculty ratio. Professors teach in the classroom, mentor, and partner with both undergraduates and graduates in research endeavors. Within the faculty, 98 percent hold a terminal degree possible in their field. Additional examples of excellence include Illinois State placing 53rd on the 2022-2023 *U.S. News & World Report* Best Value Schools rankings. Students return to campus and complete their degrees, as shown by the fact the University's retention rate is among the highest in the nation at nearly 80 percent. Graduation rates are near 70 percent. These retention and graduation rates place ISU in the top 10 percent of all public universities nationwide. Illinois State is also praised for providing an affordable education, with *Washington Monthly* honoring the University as one of the Best Bang for the Buck Colleges in the Midwest. There are many other reasons that reveal Illinois State's competitive advantage as a premier undergraduate institution—from record-breaking fundraising to student civic engagement and scholarly breakthroughs. Each explains the reason Illinois State University is "Redbird Proud."

Illinois State affirms and encourages community belonging and a respect for differences. The University fosters an inclusive environment characterized by cultural understanding and engagement, ethical behavior, and a commitment to social justice. The University supports a diverse faculty and staff who mentor a diverse student population. The institution endeavors to provide opportunities for students, staff, and faculty to participate productively in a global society.

Campus diversity at Illinois State increasingly reflects the nation's changing demographics. In the 2022-2023 academic year, 37 percent of the freshman class comes from traditionally underrepresented groups. Over the past five years, there has been a 14 percent increase in African American students and a 9 percent increase in Latinx students. Students are mentored by a faculty that includes numerous teacher-scholars recognized at national and international levels, all dedicated to superior teaching.

Metrics of Excellence

- **First-choice Institution:** Illinois State has welcomed another large and high-achieving freshman class. We enroll more than 20,600 students, while maintaining academic quality and small class size.

- **Diverse Campus:** Illinois State provides accessible opportunities and increasingly reflects the nation's changing demographics. In 2022, we enrolled our most diverse freshman class in school history with 37 percent of these students and nearly 30 percent of the total student population coming from traditionally underrepresented groups.

- **Bang for the Buck:** Illinois State is ranked among the top universities for return on investment. In 2022, *U.S. News & World Report* recognized the University as one of the Best Value Schools in the nation, and *Washington Monthly* named the University among the best Bang for the Buck Colleges in the Midwest. In addition, the University was also ranked among the top 30 percent of four-year higher education institutions for graduates' return on investment.

- **Record Fundraising:** Illinois State raised more than $31.2 million in private support last fiscal year, reaching its third highest private total support in University history. Through these donations, more than 2,700 scholarships were awarded, and 89 new scholarships were created.

- **High Student Loan Repayment Rate:** Illinois State alums go on to successful careers, shown in the very low student loan default rate of our graduates (1.7 percent) compared with the national average (2.3 percent).

- **Military Friendly School:** Illinois State supports veterans and those in the military. We are currently ranked a top 10 Military Friendly School by *VIQTORY*.

- **Top College Town:** Bloomington-Normal ranks as one of the top five college towns in America based on its quality of life and among the nation's best small cities for affordability, arts and entertainment opportunities, and safety. The University's hometown was also ranked as one of the Best College Towns in America and among the Best Places to Live in the United States.

- **Top Public University:** *Washington Monthly* ranked the University No. 64 out of all national universities for the institution's contribution to the public good through social mobility, research, and public services in 2022. Illinois State also made the *U.S. News & World Report*'s 2022 ranks of America's top public schools at No. 112.

- **Civically Engaged Campus:** Illinois State's campuswide commitment to our core value of civic engagement has earned us recognition with the Elective Classification for Community Engagement, as an Excellence and Innovation Award for Civic Learning and Community Engagement recipient, and as a Voter Friendly Campus.



Academics

Illinois State University is currently comprised of six academic colleges and Milner Library, each of which contains academic departments and centers designed to provide—singly and collectively—a comprehensive and robust academic experience for students. Degrees are offered at the bachelor's, master's, and doctoral levels. Secondary education students major in their academic disciplines while completing their teacher preparation requirements under the auspices of the Council for Teacher Education. The University's academic programs are supported by the services and collections of Milner Library. The addition of a College of Engineering is underway with plans to enroll the first cohort of students in Fall of 2025.

College of Applied Sciences and Technology houses the Departments and Schools of Agriculture, Criminal Justice, Family and Consumer Sciences, Health Sciences, Information Technology, Kinesiology and Recreation, Military Science, and Technology. The college also includes several significant centers, including the University Farm; the Center for Civic Engagement; and Illinois State's well-known Gamma Phi Circus, the nation's oldest collegiate circus.

College of Arts and Sciences offers many majors and minors at the undergraduate level. Some of these programs are interdisciplinary, including African-American Studies, Women's, Gender, and Sexuality Studies, and Latin American and Latina/o Studies. Many departments have graduate programs leading to master's and doctoral degrees. The college houses many of Illinois State's study abroad opportunities, the Center for Child Welfare and Adoption Studies, and the University's radio station WGLT.

College of Business is known for its comprehensive undergraduate programs and its highly rated MBA program. It is one of only 188 business schools in the world to have both business and accounting accreditation by AACSB International and is recognized as one of the best choices for earning an MBA, according to the 2018 Edition of the Best Business Schools published by Princeton Review.

College of Education partners with departments across the University to offer teacher education programs in a wide variety of academic programs and areas of study. With 44 accredited teacher education programs and offerings at the bachelor's, master's, and doctoral levels, Illinois State remains true to its founding as Illinois State Normal University, specializing in teacher education. The College of Education is also home to Thomas Metcalf and University High School Laboratory Schools serving approximately 1,000 students.

Wonsook Kim College of Fine Arts includes the Wonsook Kim School of Art, the School of Music, the School of Theatre and Dance, and the Program in Arts Technology. University Galleries and Illinois Shakespeare Festival are also housed within the Wonsook Kim College of Fine Arts. Notable alumni include Nicholas Africano, Gary Cole, Sean Hayes, Judith Ivey, Terry Kinney, Jane Lynch, John Malkovich, Laurie Metcalf, Jeff Perry, Cecilia Suarez, and Michelle Williams.

Mennonite College of Nursing offers nursing degrees at the bachelor's, master's, and doctoral levels. Building on the rich history of nursing education at Mennonite College, established in 1919, the College of Nursing was incorporated into the University in 1999 as Illinois State's sixth academic college. The college is proud of NCLEX and FNP pass rates consistently exceeding state and national averages and offers a state-of-the-art Nursing Simulation Lab with diverse clinical placements that prepare students to practice in a complex healthcare system.

Milner Library staff includes subject librarians who work closely with academic units to provide learning and research materials across the academic spectrum. Group study areas, quiet floors, collaboration stations, and a technology-rich environment support varied student learning styles. While the availability of electronic resources grows at a rapid rate, Milner is still home to 1.4 million physical volumes and the University Archives.

Leadership

Dr. Terri Goss Kinzy, President



Terri Goss Kinzy, Ph.D. graduated with a B.S. in chemistry from The University of Akron, a Ph.D. in biochemistry from Case Western Reserve University, and did post-doctoral training in molecular genetics at Carnegie Mellon University. She started her career at Robert Wood Johnson Medical School (RWJMS) as an assistant professor in 1995, rising to professor in the Departments of Biochemistry and Molecular Biology and Pediatrics in 2003. Dr. Kinzy was elected to the University Master Educator Guild, selected as a Bridges to the Professoriate Faculty Mentor of the Year from the Compact for Faculty Diversity, named a Woman of the Year in Medicine for Somerset County, New Jersey, and a Crain's Detroit Notable Woman in STEM. She is a Fellow of the American Association for the Advancement of Science and was a fellow in the Hedwig van Ameringen Executive Leadership in Academic Medicine Program. Her mentoring of others has been recognized with the New Jersey Association for Biomedical Research Outstanding Mentor Award and the R. Walter Schlesinger Basic Science Mentoring Award.

President Kinzy came to Illinois State from Western Michigan University, where she served as Vice President for Research and Innovation. Previously at Rutgers, Dr. Kinzy served in a series of administrative roles, including director of the RWJMS/Rutgers University/Princeton University MD/Ph.D. Program, executive director of the RWJMS DNA Core Facility, and senior associate dean of the Graduate School of Biomedical Sciences and Research at RWJMS. She has published in the areas of research training for medical students, peer mentoring of graduate students, and graduate education. She was elevated to vice president for research for Rutgers, overseeing the offices responsible for research and sponsored programs, corporate contracts, grant and contract accounting, facilitation of major research initiatives, and corporate engagement.

Her service is best exemplified with the American Society for Biochemistry and Molecular Biology, where she has been a national meeting session organizer and chair of the membership and public affairs advisory committees. She was a member of the Association for Public Land-Grant Universities Council on Research Executive Committee. She works to advocate for research policies and funding, and education priorities. She was an invited member of an ASBMB-organized Summit on the Sustainability of the Biomedical Research Enterprise, working with a select group of thought leaders to craft action items on career training for students and post-docs, paths for staff scientists, and mechanisms to assure stable funding for research.

Dr. Kinzy is recognized as a world leader in the study of protein synthesis and drug development. Her work utilizes the bread yeast Saccharomyces cerevisiae model system to understand structure/function relationships in proteins that translate an mRNA into proteins and how this process affects efficient and

accurate cellular processes. Recent work has also led to new insights into a fungal-specific protein as a target for anti-fungal drug development, mechanisms of action of diphtheria toxin, and a translation factor as a target for a non-hormonal male contraceptive lead compound.

She has mentored numerous post-doctoral fellows, graduate students, undergraduates, and high school students as part of her research program. She has organized and chaired sessions for numerous international meetings and served on or chaired study sections for both the National Institutes of Health (NIH) and the National Science Foundation (NSF). Her work has been funded by numerous sponsors including the NIH, the NSF as a CAREER Award recipient, the Human Frontiers Science Program, and numerous foundations and corporations.

Dr. Aondover Tarhule, Vice President for Academic Affairs and Provost



The vice president for academic affairs and provost provides leadership in the planning, development, implementation, and assessment of all academic programs and many service areas. The provost serves as the chief academic officer of the University with responsibility for academic and senior-level internal leadership and serves as the primary representative for the President in her absence. The provost also coordinates the team of senior staff to achieve the University's established major goals as identified by the President and the Board of Trustees. This team coordinates reporting units, carries out teaching and learning initiatives, and works with other representative bodies to maintain the University's tradition of shared governance.

Dr. Tarhule joined Illinois State University in 2020. His immediate prior administrative appointment was vice provost and dean of the Graduate School at Binghamton University (State University of New York). Before that, he was executive associate dean and department chair in the College of Atmospheric and Geographic Sciences at the University of Oklahoma. In these positions, he worked on creating new academic programs, increasing student enrollment, increasing diversity, faculty retention, shared governance, and international partnerships and linkages amongst other things.

Having earned master's degrees and a doctoral degree in geography from McMaster University in Hamilton, Ontario, Canada, Dr. Tarhule received a post-doctoral fellowship from the Canadian Science Advisory Council to conduct research at Queens University in Kingston, Ontario, Canada. Dr. Tarhule earned an additional master’s degree in environmental resources planning and a bachelor’s degree in geography, both from the University of Jos, Plateau State, Nigeria.

A broadly trained physical geographer, Dr. Tarhule has wide-ranging research interests in hydroclimatic variability, droughts, water resources scarcity, and climate information dissemination and use. His scholarly research has appeared in prestigious international journals, including Nature (Scientific Reports, Climate Perspectives), Journal of Hydrology, Remote Sensing, Bulletin of the American Meteorological Society, and book chapters. His efforts as principal investigator (PI) or co-PI have resulted in more than $5 million in grants from such agencies as the National Science Foundation, the United States Agency for International Development, the National Institute of Health, and the United States Geological Survey. He has served on the editorial board of the Scientific World Journal, the African Geographical Review and as guest editor on several journals including Remote Sensing, Atmosphere, and Climate Research.

Dr. Tarhule has served on committees of prominent national and international organizations, including as consultant to the World Bank (Climate Risk Assessment of the Niger River Basin Sustainable Development Action Plan) and member of the Executive Committee of the Board on Oceans, Atmosphere, and Climate, and Association of Public and Land Grant Universities. He is a member of the College of Mentors of the Council for the Development of Social Science Research in Africa (CODESRIA) and an Executive Board Member of the Walker Institute, University of Reading, in England.



Community

Illinois State University is located in the Central Illinois community of Bloomington-Normal, which has a combined population of 132,000. The community is home to Illinois Wesleyan University, Lincoln College, Heartland Community College, OSF St. Joseph Medical Center, Carle BroMenn Medical Center, Rivian Motors, COUNTRY Financial, and State Farm Insurance Corporate Headquarters. The community has distinguished itself for its outstanding school systems and educational attainment, parks and recreation, health care, job growth, economic opportunity, and low crime. Forbes magazine ranked Bloomington-Normal the 66th best small places for businesses and careers and 13th best for education.

The vibrant twin cities provide a high quality of life. Normal is ranked a Top 10 Best College Towns in America for a reason. There are plenty of activities and entertainment opportunities for students and staff locally, with more opportunities to explore nearby. Normal is centrally located in Illinois, making it possible to drive or catch a train to major cities such as Chicago, St. Louis, and Indianapolis. All are within 2-3 hours from campus. Public transportation systems make the community easily accessible, with a train and bus station within a few blocks of campus. There is also a regional airport with free parking that removes many of the hassles from flying. For more information on our community, please visit http://www.visitbn.org/.

Ranked the #3 Best Small City for Job-Seeking College Grads, there are multiple opportunities for students upon graduation. Illinois State partners with companies in the area including State Farm Insurance and COUNTRY Financial—both with headquarters in the community—to provide internships and employment.

There are ample leisure activities as well, with five public golf courses in the area, several lakes, and the 45-plus miles of the hard-surfaced Constitution Trail. Converted from an abandoned railroad, the trail is

bustling with individuals walking, biking, running, and blading. There are numerous restaurants and shops to visit as well. Uptown Normal is home to locally owned retail outlets with quality products and delectable food. There are unique movies, concerts, theatrical performances, and festivals to attend in every season.

Procedure for Candidacy

We invite inquiries, nominations, and applications. Initial review of applications will begin on February 10, 2023 and continue until the position is filled. Candidates should provide a letter of interest, a current full curriculum vitae, the names and contact information for at least three professional references, and a statement addressing your philosophy/approach to supporting faculty during periods of stress and rapid transitions, and effective strategies for ensuring faculty and staff success, diversity, equity, and belonging.

The direct link to apply is: http://jobsearch.illinoisstate.edu/cw/en-us/job/515964?lApplicationSubSourceID=

Questions and nominations may be directed to Lisa Mason, Director of Academic Employment and Executive Search Services at lmmason@ilstu.edu or (309)438-7487.



Illinois State University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding affirmative action, nondiscrimination, and anti-harassment. Illinois State University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran in employment, educational programs and activities, or admissions. Inquiries or complaints may be addressed by contacting the director of the Office of Equal Opportunity and Access by email at EqualOpportunity@IllinoisState.edu, by calling (309) 438-3383, or by mail at Illinois State University, Campus Box 1280, Normal, IL 61790.