

## **Otis College of Art and Design: Provost Search**

The College invites applications for the position of Provost. The Provost is the chief academic officer responsible for the development, supervision, and conduct of all academic programs, ensuring and supporting the achievement and fulfillment of academic excellence across all disciplines of the College. Unless otherwise directed by the Board of Trustees, the Provost serves as the acting chief executive officer in the absence of the President.

The Provost reports to the President. Directly reporting to the Provost are leaders of academic services, including Associate Provost, academic Chairs, Director of Library and Instructional Technology, Director of Academic Computing, and Director of Technical Support, as well as Executive Assistant to the Provost. The Provost is part of the College's Senior Team, which currently includes the President, V.P. of Administration and Finance, V.P. of Enrollment Management, and V.P. of Institutional Advancement. As a Senior Team member, the Provost is also a member of the Senior Cabinet. This is a full-time, exempt position.

Founded in 1918, Otis College of Art and Design offers an interdisciplinary education for artists and designers who shape the future. Otis began when Los Angeles Times founder and editor Harrison Gray Otis bequeathed his property in MacArthur Park to create an art institute. Fine arts remain the soul of the College. Today, Otis offers programming on its main Goldsmith Campus in Westchester and three other sites. The College offers state-of-the-art facilities for its seven undergraduate departments: Architecture/Landscape/Interiors, Communication Arts, Digital Media, Fashion Design, Fine Arts, Product Design and Toy Design; and its four graduate MFA programs: Fine Arts, Graphic Design, Public Practice, and Writing. Otis' reputation attracts students from thirty-nine states and twenty-six countries. One of the most diverse independent art colleges in the U.S., the College prepares students to imagine what lies ahead and benefits employers and organizations that value creativity and collaborative skills. Otis graduates shape the visual world, from museum and exhibition design to the Hollywood screen; from the clothes people wear to the toys children play with. The College's current enrollment is just over 1,200 students. Further information is available at: [www.otis.edu](http://www.otis.edu).

The Provost's key responsibilities include leadership in curriculum planning, academic program development, and formulation of academic policy; advocacy of the academic mission in the operation of the College; recruitment, selection, supervision, development, and annual evaluation of the academic Chairs, Deans, and Directors; annual and long-range budget and facilities planning, implementation, and monitoring responsibilities for academic programs; leadership and support to the faculty, including faculty recruitment, selection, supervision, development, evaluation, and promotion; faculty governance guidance and support such as counsel to the Academic Assembly and Faculty Senate, and interaction with the various faculty governance committees; faculty communication; and faculty compensation, welfare and services; integrative academic leadership that promotes college-wide teamwork, workplace effectiveness, and sustainable operation of the institution; oversight of the College's accreditation matters; consideration of student needs and participation in students-related committees and resolutions; representation of the College as its chief academic officer in the community with consortia, professional associations, conferences, openings, and other functions; and assistance with fundraising proposal development, donor cultivation and solicitation as needed.

The Provost is the academic leader of the College and must be an individual qualified by professional accomplishment and experience to earn and retain the respect of a highly qualified and accomplished professional faculty of artists, designers, writers, and scholars. Expected

qualifications include: Evidence of leadership ability in academic visioning and administration with a minimum of four to six years' successful experience in academic leadership. A leadership style characterized by openness, trust, collegiality, optimism, intellectual curiosity and creativity, coupled with high energy, decisiveness, fairness, self-accountability, and a strong commitment to Otis' vision, core values and strategic priorities. A keen awareness of and appreciation for the full spectrum of visual arts, design, literary and liberal arts, as well as for inter- and trans-disciplinary learning. A forward-thinking educational outlook that embraces diversity, environmental and social responsibilities, instructional technology, and global perspective in art and design education. The ability to function as a catalyst, coach and doer, guiding people at all levels of the College by utilizing a collegial and input-rich decision-making and governance process; ability to recognize and respect existing talent and vision, as well as adeptness at leading others through process rather than by mandate. The ability to advocate faculty interests. Excellent communication style and ability with both internal and external constituencies. The ability to control and move forward several priorities simultaneously. A terminal degree or its equivalent in his or her field, preferably in art or arts administration. Professional achievements sufficient to gain the respect of the Otis academic community.

Salary is commensurate with qualifications and experience including competitive benefits package. Applications should be received no later than February 26, 2010. The review of applications will commence in March 2010 and continue until an appointment is made. The preferred starting date for this position is summer 2010. Complete applications should include a letter addressing the stated responsibilities and qualifications; a current resume; and current names, addresses, telephone numbers and e-mail addresses of five professional references. Please send applications electronically to:

**Otis Provost Search**  
**c/o Shelli A. Herman, Vice President**  
**Gary Kaplan & Associates**  
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