

SEARCH PROFILE:

PROVOST AND VICE PRESIDENT OF
ACADEMIC AFFAIRS



Saint Martin's
UNIVERSITY

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Saint Martin's University seeks a strategic and innovative academic leader to serve as the next Provost and Vice President of Academic Affairs. The position is a direct report to President Bill Brownsberger, who assumed office July 1, 2024. As the chief academic officer of the University, the Provost provides leadership in all academic matters

and works collaboratively with the deans, faculty, staff, and administration to further Saint Martin's mission and vision. The University is sponsored by the Benedictine Order and embraces the Order's mission, vision, and values and provides a caring, transformative educational experience with the motto: To Lead with Heart.

WELCOME FROM THE PRESIDENT



William "Bill" Brownsberger, S.T.D., the 12th President of Saint Martin's University, brings over two decades of experience in Catholic higher education, with a background that blends academic leadership, teaching, and mission-driven service. Prior to his appointment, he served as Vice President of Academic Affairs and Workforce Solutions at Mountain Empire Community College in Virginia, where he forged strong partnerships to expand workforce development pathways and student engagement. He previously served as Dean of the College of Arts and Sciences at Our Lady of the Lake University in San Antonio, Texas, overseeing budget, faculty development, and fundraising.

Dr. Brownsberger began his career as a faculty member and administrator at Catholic institutions in both the U.S. and Italy, and he remains deeply committed to the formation of students through a Catholic, Benedictine liberal arts education. Since arriving at Saint Martin's, he has prioritized mission-aligned strategic planning, strengthening community ties, and addressing regional workforce needs, including the nursing shortage. A servant leader at heart, Dr. Brownsberger focuses on institutional sustainability and student-centered growth.

Dr. Brownsberger earned his Doctor of Sacred Theology and Licentiate in Sacred Theology from the Pontifical Gregorian University in Rome, a Master of Arts in Theology from the Catholic University of America, and a Bachelor of Arts in Philosophy from the University of Dallas.

INTRODUCTION TO SAINT MARTIN'S UNIVERSITY

Saint Martin's University, located in Lacey, Washington, is one of 13 Benedictine colleges and universities in the United States and Canada, and the only one west of the Rocky Mountains. Established in 1895 by monks of the Roman Catholic Order of Saint Benedict, the University's identity is rooted in the [Catholic, Benedictine tradition](#). The University and the Abbey sit on more than 300 acres of peaceful woodlands, meadows, and meandering trails. Saint Martin's University is regionally accredited by the [Northwest Commission on Colleges and Universities](#).

Guided by the principles of the Catholic Intellectual Tradition, Saint Martin's University endeavors to unite academic rigor and excellence with moral thought and social responsibility – higher education that seeks to serve and promote the common good – higher education that seeks to transform lives by grappling with issues of Faith, Reason, Service, and Community. Faculty, staff, and students come together to form a community of individuals who are learning to live a meaningful life.

Saint Martin's University is an independent, four-year coeducational university, with undergraduate and graduate offerings that seek to serve and promote the common good. The University welcomes students from many ethnic and religious backgrounds, and more students at its extended campus at the nearby Joint Base Lewis-McChord. With an enrollment of approximately 1,200 undergraduates and 200

graduate students, Saint Martin's offers 31 majors, 13 master's programs, one doctorate program, and six certificate programs, spanning the arts and sciences, business, counseling, education, engineering, nursing, and leadership.

Saint Martin's University is one of nine member colleges that make up the [Independent Colleges of Washington](#). Because of its proximity to the capitol, Saint Martin's University often works with public leaders to advocate for student support and access. Washington state has one of the most generous state [financial aid programs](#) in the country. Washington residents may qualify for Washington College Grants based on income, family size, and program costs. Students with a family income of up to \$78,000 could attend for free, and those with family incomes of up to \$131,000 may still receive support. Currently, over 522 Saint Martin's students receive the Washington College Grant. The State of Washington high school enrollment is stable over the next few years and likely will grow with the addition of anticipated inbound family migration. The state has created a [Roadmap](#) for post-secondary education with a goal of 70% of young adults possessing a post-secondary certificate or degree. The state has the second-highest demand for STEM graduates in the nation, yet [the number of STEM graduates in the state](#) remains far below the demand: an opportunity for Saint Martin's University to leverage its existing programs, expertise, and graduates.



INTRODUCTION TO SAINT MARTIN'S UNIVERSITY (CONT.)

MISSION

Saint Martin's University is a Catholic Benedictine institution of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor.

Saint Martin's students learn to make a positive difference in their own lives and in the lives of others through the interaction of faith, reason, and service.

The University honors both the sacredness of the individual and the significance of community in the ongoing journey of becoming.

The mission statement is greatly informed by the Benedictine values and expresses an openness to learn from and to dialogue with people of all perspectives and worldviews. In this sense, Saint Martin's University is both a Catholic Benedictine institution guided specifically by Catholic Benedictine tradition, and, in the broader sense, a religious institution committed to providing an atmosphere of respect wherein people of various worldviews may openly engage in discourse.

QUICK FACTS ABOUT SAINT MARTIN'S UNIVERSITY

- Undergraduate enrollment (approx.): 1,200
- Graduate enrollment (approx.): 200
- Nationalities represented on campus: 19
- Faiths represented on campus: 20+
- 10:1 student-to-faculty ratio, all classes taught by faculty
- Average class size 12-14 students
- Over \$20 million in scholarships and gift aid awarded to students last year
- Scholarships range from \$500 to full tuition
- First-year profile (entering 2025):
 - 58% women, 41% men
 - Percentage of students who are Catholic: 28%
 - Percentage of students who identify as ethnically diverse: 61%
 - Percentage of students who are first in their family to attend college: 47%
 - Percentage of students with need who receive financial support or aid: 100%

NOTABLE RECOGNITIONS FOR THE UNIVERSITY

Saint Martin's has continued to receive [national recognition](#) in areas that reflect its student-centric focus: value, access, diversity, academic rigor, and stewardship:

- Opportunity College & University [Carnegie Foundation]
- Overall College of Distinction for 2025-26, with additional academic honors in Business, Education, Engineering and Nursing [Colleges of Distinction]
- Catholic College of Distinction [Colleges of Distinction]
- Washington College of Distinction [Colleges of Distinction]
- Military Friendly School, Gold distinction [VIQ TORY] & Military Support College of Distinction [Colleges of Distinction]
- #16 in Best Value Schools among Regional Universities in the West [U.S. News & World Report]
- #34 in Social Mobility [U.S. News & World Report]
- #42 in Best Regional Universities [U.S. News & World Report]
- 1st Purple Heart university in Washington [The Military Order of the Purple Heart]
- 4 out of 5 stars in Best Colleges in the U.S. in 2024 [Money Magazine]
- #12 in Return on Investment in 2024 [Payscale]



INTRODUCTION TO SAINT MARTIN'S UNIVERSITY (CONT.)

STRATEGIC GROWTH AND PLANNING

"[Journey to Distinction](#)," the Saint Martin's University Strategic Plan for 2015-2020, represented the collective efforts of the Saint Martin's community. This student-centered plan guided the work of the University through those five years; helped the University navigate the challenges facing higher education today by drawing strength from its Catholic and Benedictine values and heritage; and provided direction to inspire Saint Martin's students to cultivate their intellectual curiosity, achieve academic excellence, and deepen their compassion for others.

Many of the initiatives articulated in "Journey to Distinction" have been realized, including:

- Expanding and strengthening academic offerings – in particular in STEM fields such as Nursing and Computer Science – and graduate-level programs;
- Developing a distinctive values-centered core curriculum;
- Making significant capital improvements including three new academic buildings and a new nursing wing;
- Increasing overall enrollment and retention;
- Increasing overall fundraising, particularly the growth of the endowment to approximately \$35M; and
- Launching the University's first comprehensive campaign.

Lacey one of the most desirable places in the country to live and conduct business. In fact, Lacey was named by *Money* magazine as [one of its Top 100 Places to Live](#) in 2019.

Because of the lower cost of living compared to Seattle and Tacoma, the supportive business climate, and the natural beauty of the area, Lacey is appealing for many families because there is so much to do both professionally and recreationally

Preparations for the new strategic plan began soon after the University welcomed President Brownsberger. The entire Saint Martin's community was involved in identifying opportunities for growth, and the new plan aims to strengthen academic excellence and student success, enhance access and affordability, foster an inclusive and engaged community, and build strong partnerships with external stakeholders to support the University's mission. The process is agile, inclusive, and collaborative, while providing measurable and transparent results – setting the path forward for the University.

The Strategic Planning Process is managed by a Strategic Planning Committee (SPC) that is co-chaired by Vice President of Finance & Chief Financial Officer, Tim Madeley, Ph.D., and Don Conant, faculty senate president and chair of the business administration and economics department. SPC members include representatives from the Abbey, Board, faculty, staff, students, and administration who were nominated by the President's Cabinet and confirmed by the President and/or the Abbott in his capacity as the University's Chancellor. The President's Cabinet and the Board of Trustees are involved throughout the process, including approving strategies and objectives, aligning resources to support them, and reviewing progress on a quarterly basis.

By design, everyone in the Saint Martin's community has an opportunity to contribute to the Strategic Planning Process through "voice of community" activities and events that help guide the SPC in setting strategic priorities and objectives for the next five years. Community involvement in the process is fundamental to the University's founding traditions and creating a strong sense of place and purpose at Saint Martin's. The strategic plan was submitted to the Board of Trustees in September 2025, when the primary goals and actions to accomplish those goals were approved, with work slated to begin within the academic year.

LOCATION

Saint Martin's is located in beautiful Lacey, WA, five miles east of the state capitol of Olympia (population over 50,000). Located on the [South Puget Sound](#), an hour away from both the Pacific Ocean and the Cascade Mountain Range, Lacey offers residents and visitors the perfect opportunity to discover everything that makes the Pacific Northwest so spectacular. Sparkling lakes and saltwater, densely forested parklands, championship fairways, miles of hiking and biking trails, and an adjoining 3,700-acre wildlife refuge make enjoying nature as convenient as it is exciting. In addition, outstanding schools, a low crime rate, a healthy economy, a thriving visual and performing arts community, and close proximity to Tacoma (25 miles), Seattle (55 miles), and Portland (110 miles) make



THE ORDER OF SAINT BENEDICT AND THE HISTORY OF SAINT MARTIN'S UNIVERSITY

The charisms of Community and Balance are uniquely demonstrated and fostered in Benedictine spirituality. St. Benedict called his monks into a community – a shared life of prayer, work, and study. Benedict was convinced that everything we need to learn about loving God, loving each other, and loving ourselves – is done in the context of community. Benedictine community, while being the antidote to individualism, always has a reverence for uniqueness. By design, Benedictines stand shoulder to shoulder with people who may be very different from themselves – this is viewed as an asset – not a hindrance.

In 1894, the administration of Saint John's Abbey Collegeville, Minnesota, began work to establish a foundation and school in Washington State. Saint Martin's – named for its patron saint, Saint Martin of Tours – was established in 1895 by monks of the Roman Catholic Order of Saint Benedict as an all-boys high school. By 1904, both the new monastery and its school were sufficiently well established for the Saint Martin's community to receive its independence from Saint John's Abbey.

In 1938, Saint Martin's became a four-year, accredited, baccalaureate-granting institution, which became coeducational in 1965. In 1972, Saint Martin's began offering extension programs at nearby Fort Lewis Army Post and McChord Air Force Base. Since then, the University has continued to offer degree and certificate programs to the military community at what is now Joint Base Lewis-McChord. The College became Saint Martin's University in 2005 to better fulfill its mission and recognize the wide variety of undergraduate and graduate programs now available to students.

From the beginning, [Saint Martin's Abbey](#) was dedicated to educating the youth of the Puget Sound area. Members of the monastery continue to be active in the life of Saint Martin's: teaching classes, filling staff positions, and providing crucial leadership within the institution. The school itself is the principal work of the Abbey, and there exists an irrevocable and sustaining alliance between the Abbey and Saint Martin's University.

The Abbey maintains certain reserved governance rights over the University in the University's licensing agreement and University bylaws and monastic members of the Abbey are guaranteed a certain number of Trustees on the University's board. The Abbot, in addition to his role as the head of the monastic community, also serves as the Chancellor of the University.

To ensure that its Catholic, Benedictine heritage is preserved, the Abbey and University entered into a licensing agreement in 2007 that enunciates the principles upon which Saint Martin's was founded and continues to operate by today. The agreement states that "We accomplish our mission by recognizing the spiritual and ethical dimensions of all human activity and by celebrating the uniqueness and worth of each human being. Our goal is to provide a living and learning environment that prepares students for active, responsible and productive lives in their professions and as members of the local and global community."

THE ORDER OF SAINT BENEDICT AND THE HISTORY OF SAINT MARTIN'S UNIVERSITY (CONT.)

Through decades of change and growth, the University has held true to its Benedictine values — including community, hospitality, stewardship, listening and dignity of work — which remain central to life at Saint Martin's. Today, Saint Martin's is a comprehensive institution offering transformational undergraduate and graduate programs to one of the most diverse student populations in the Pacific Northwest.

BENEDICTINE VALUES

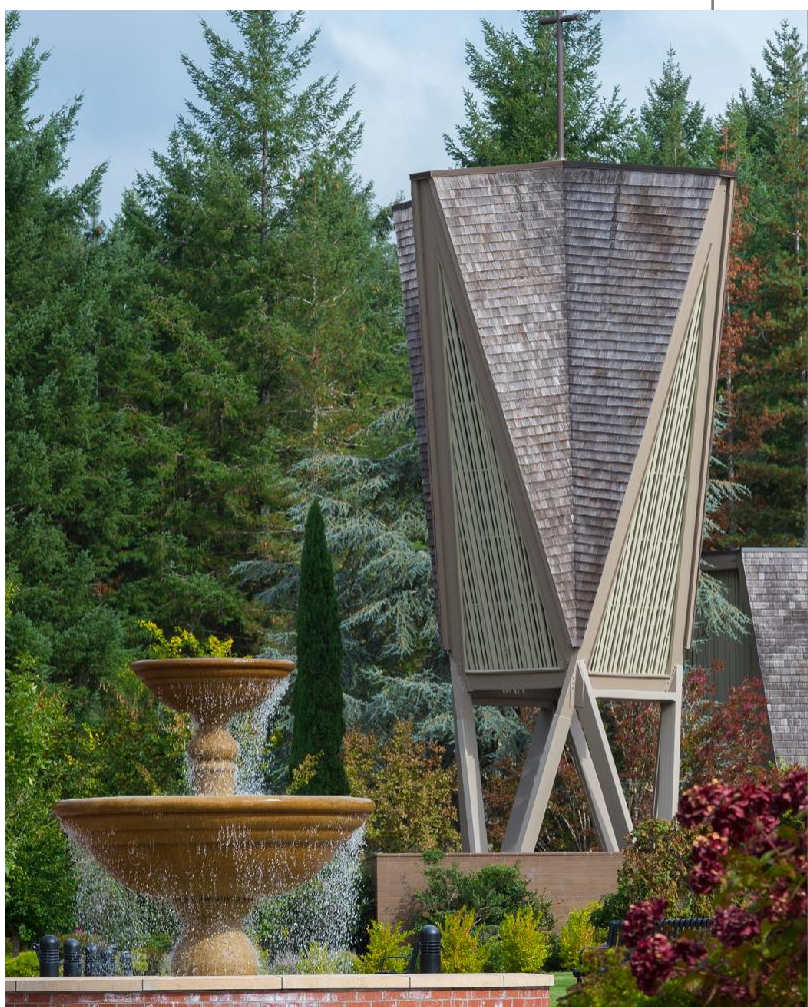
Underlying life at Saint Martin's is an active commitment on the part of each member of the community to espouse and pursue the Benedictine ideal. Saint Martin's community ascribes to the following [Benedictine values](#), which are drawn from the Rules of Saint Benedict:

- **Awareness of God:** To look for God not in the abstract but in the ordinary events of everyday.
- **Community Living:** To become who we are by our relationships with others.
- **Dignity of Work:** To appreciate the dignity of work in God's creation.
- **Hospitality:** To offer warmth, acceptance, and joy in welcoming others.
- **Justice:** To work toward a just order in our immediate environment and in the larger society.
- **Listening:** To hear keenly and sensitively the voices of persons and all created beings.
- **Moderation:** To be content with living simply and finding balance in work, prayer, and leisure.
- **Peace:** To strive for peace on all levels: with self, others, and God.
- **Respect for Persons:** To respect each person regardless of class, background, or professional skill.
- **Stability:** To cultivate rootedness and a shared sense of mission.
- **Stewardship:** To appreciate and to care lovingly for all the goods of this place.

THE INTEGRATION OF BENEDICTINE AND SAINT MARTIN'S VALUES

Balancing the life of the mind with the life of the spirit and body is decidedly Benedictine. The Rule of St. Benedict distinctly carves out time for prayer, work, and study for all members of the community. This Benedictine balance is reflected in the University's core themes of Faith, Reason, and Service. Saint Martin's strives to nurture and develop the entire person through excellent and integrated academic, spiritual, athletic, and other co-curricular programs.

The University's goal is to graduate students who have a life-long passion for learning, are dedicated to developing their spiritual selves, and have a palpable commitment to service that seeks to establish a peaceful and socially just order in our world.



A COMMITMENT TO DIVERSITY

Inspired by its Catholic, Benedictine tradition, which honors the dignity of each person and strives for peace and justice in our world, Saint Martin's University seeks to build a campus community that engenders inclusive excellence, facilitates intercultural understanding, and promotes social justice learning.

Over the last decade, the student population has become more diverse: today, 51% of undergraduate students and 41% of graduate students self-described as being ethnically diverse; and 47% of the 2025 incoming class is first generation. Students come from 26 states and 19 countries. Saint Martin's University is committed to fostering an inclusive, supportive, and equitable learning environment for all its students.

Saint Martin's was recently awarded two multi-million-dollar federal grants to increase access to and support opportunities for diverse students:

A [\\$2.22 million Nursing Workforce Diversity \(NWD\) grant](#) to increase and assist the number of students from disadvantaged backgrounds to become baccalaureate-prepared registered nurses.



A [\\$2.25 million Title III grant, under the Strengthening Institutions Program](#) to improve equitable access to experiential learning, including internships, service-learning, and undergraduate research

In addition, Saint Martin's is committed to pursuing an employee community that reflects the diverse makeup of its student body. The Saint Martin's community intentionally encourages and requests that members of historically underrepresented groups apply to join the community.

Creating an inclusive and welcoming community requires the dedication and ongoing work of leadership, faculty, staff, and students to promote inclusive excellence in all aspects of academic life, including programs and initiatives that recognize, validate, and expand distinct identities, worldviews, and cultures. The Saint Martin's community is committed to doing and being better for its students and one another.

A RESPONSIBILITY TO STUDENT SUCCESS

Saint Martin's University exists for the sake of its students, and student-centeredness is the heart of its mission. Since 1895, with its first student, Saint Martin's faculty and staff have been committed to empowering each student to pursue a lifetime of learning and accomplishment in all arenas of human endeavor. Over the last 125 years, this has meant supporting small class sizes and intentional mentoring; developing diverse, rigorous offerings across a variety of academic disciplines; and increasing access and financial support for all students who might not otherwise be afforded a chance to succeed in a four-year, liberal arts institution. By using holistic and university-wide strategies to improve retention, Saint Martin's University in recent years has significantly improved the graduation rate for its first-year, full-time students.

To enable students' goals, Saint Martin's leadership, faculty and staff are dedicated to being lifelong learners themselves. The University has recently implemented initiatives to increase student success and retention, emphasizing that the entire campus community shares responsibility for supporting students. Key developments include the creation of the Dignity Center and the Center for Student Success, an Internship Hub to connect students with experiential learning opportunities, and a Center of Excellence for Veteran Student Success to better support military-affiliated students. Additionally, the peer tutoring program achieved CRLA (College Reading and Learning Association) certification, ensuring high-quality academic support. To support students in earning their degrees without accumulating undue debt, Saint Martin's just launched a Four-Year Graduation Guarantee.



A BEAUTIFUL CAMPUS

[Saint Martin's main campus](#) in Lacey, alongside Saint Martin's Abbey, sits on 300 acres of peaceful woodlands, meadows, and trails. Highlights of the campus include:

- Old Main, the original campus building and iconic center of the campus;
- Saint Martin's Abbey and Church, the campus community's spiritual home;
- The O'Grady Library, the campus community's intellectual heart;
- Zaverl Hall, home to the Lacey MakerSpace, a non-profit providing community access to high tech fabrication tools and training;
- Trautman Union Building, one of the main gathering places for students;
- Charneski Recreation Center, the campus's athletic center;

- Seven academic and arts buildings;
- Four residence halls; and
- Athletic fields, including baseball, softball, and soccer fields, tennis courts and track.

The buildings and grounds are all very well-maintained, and, in keeping with the University's commitment to sustainability and the environment, the School of Engineering's Cebula Hall is the highest-scored Platinum LEED educational facility in the Western Hemisphere. The most recent capital improvement is a \$3.5 million renovation of the first floor of Old Main: The Bruno and Evelyne Betti Nursing Education Center includes an eight-bed nursing learning lab, two-bed simulation suite, classroom, faculty offices and equipment storage rooms.

A PRIDE IN ATHLETICS

The [Saint Martin's Saints](#) participate in NCAA Division II sports including baseball (M), basketball (M/W), cross-country (M/W), golf (M/W), soccer (M/W), softball (W), track and field (M/W), and volleyball (W). The University is a member of the Great Northwest Athletic Conference (GNAC). About 24% of the Lacey campus's undergraduates are athletes. The Athletics Department of Saint Martin's University

supports the whole student athlete in body, mind, and spirit. Student athletes are empowered to not only become life-long learners in academic fields, but to understand the relationship between athletics competition and its significance to the community as a whole. Saint Martin's coaches and athletic staff prepare scholar athletes to be leaders who transform communities through sustainable excellence.



ACADEMIC AFFAIRS

Saint Martin's offers 31 undergraduate majors and 13 graduate programs, spanning the liberal arts, physical and health sciences, business, engineering, and education. The University recently launched its first doctoral program of study - a Ph.D. program in Leadership Studies - and graduated its first cohort in spring 2023. Since 2015, Saint Martin's also has launched master's degree programs in accounting, computer science, environmental engineering, and theological studies. New baccalaureate programs were also started in high demand fields, including environmental studies, exercise science, a pre-licensure Bachelor of Science in Nursing Program, and cybersecurity.

THE COLLEGE OF ARTS, SCIENCES & EDUCATION

The College of Arts, Sciences, and Education (CASE) comprises majors and minors spanning the arts, humanities, math and science, social science, and education. This newly formed college integrates the strengths of the former College of Arts and Sciences and College of Education and Counseling to provide a holistic, interdisciplinary academic experience grounded in the University's Catholic, Benedictine values.

CASE also provides the core of a student's holistic education at Saint Martin's via the core curriculum, implemented in 2019, for undergraduate students. Undergraduate research is a mainstay in CASE, the norm rather than the exception. Students in all majors regularly present their research at the University's Scholars Day in May, at regional and national conferences, and even have co-published peer-reviewed articles with faculty. CASE also prepares graduates for impactful careers in education through programs at the undergraduate and graduate levels, and for careers in elementary and secondary education.

Graduates step into their schools ready to engage with their communities in a way that honors and celebrates diversity in the spirit of Benedictine values. Graduates from CASE are academic training but also with the tools to engage meaningfully in their communities-honoring diversity, promoting equity, and leading with compassion and purpose.

Undergraduate and certificate programs include: Elementary Secondary Education Teaching. Graduate programs include: Masters in Teaching (MIT), Master of Education (MED), and Master of Education in Higher Education and Student Affairs (MED-HESA). The education programs are accredited by the Washington State Board of Education and Educator Preparation (CAEP).

THE SCHOOL OF HEALTH & ALLIED HEALTH

Saint Martin's University is proud to announce the establishment of the new School of Health and Allied Health, a bold step forward in advancing excellence in healthcare education rooted in our Catholic, Benedictine tradition. The School will serve as home to our nursing, social work and counseling as well as other allied health programs, preparing students to meet the growing needs of the healthcare industry with knowledge, skill, and compassion.

THE COLLEGE OF BUSINESS, ENGINEERING & TECHNOLOGY

The College of Business, Engineering, and Technology is the hub of innovation and entrepreneurial spirit at Saint Martin's University, equipping students with the knowledge, skills, and mindset to excel in a rapidly changing global economy. The College houses the School of Business and the Hal and Inge Marcus School of Engineering.

ACADEMIC AFFAIRS (CONT.)

THE SCHOOL OF BUSINESS

The [School of Business](#) includes undergraduate and graduate programs in Accounting and Business Administration, as well as a minor in Economics. The programs provide all the skills needed to succeed in today's fast changing world. The graduate programs are designed for working professionals. Its newest programs include a Master of Science Accountancy; certificates in Internal Audit and Risk Management, as well as Health Care Management; a Health Care Management concentration in the MBA; and undergraduate concentrations in Data Analytics and International Business. Internships are an important component to all the majors and a 4+1 program exists for students who want to go on for graduate study immediately following their undergraduate degree.

The School of Business is accredited by the [Accreditation Council of Business Schools and Programs](#) (ACBSP). In 2021, Saint Martin's started the process for moving towards accreditation for the School of Business with the [Association to Advance Collegiate Schools of Business](#) (AACSB): this is a multi-year process.

THE HAL AND INGE MARCUS SCHOOL OF ENGINEERING

The [Hal and Inge Marcus School of Engineering](#) includes undergraduate and graduate programs in Civil Engineering, Computer Science, Information Technology, and Mechanical Engineering. The undergraduate civil engineering and mechanical engineering programs are accredited by the Engineering Accreditation Commission of [ABET](#).

Recent curriculum revisions include establishing a study abroad program, developing seamless five-year (4+1) programs so students can graduate in five years with their undergraduate and graduate degrees, and offering graduate assistantships to well-qualified students. The school also has joint-degree programs with North China Institute of Aerospace and Engineering and with Zhejiang Tongji Vocational College of Science and Technology. It also partners with several other schools in Brazil, China, Germany, India, Japan, South Korea, and Taiwan.

Saint Martin's has been a longtime advocate of programs to support active-duty service members and veterans. In 2021, Saint Martin's launched [Washington Vets to Tech](#), a new certificate program that provides a critical bridge from the military to new careers in information technology.



THE O'GRADY LIBRARY

The [O'Grady Library](#) is a haven for intellectual freedom and academic exploration. The Library encourages faculty and student scholarship by supporting excellence in teaching, building collections to support the curriculum, and providing systems for the delivery of information. The Library faculty and staff provide skilled guidance in finding, using, and interpreting information to meet the needs of scholars in an environment of service inspired by the Benedictine tradition. The Library's mission is to actively support the educational goals of Saint Martin's University by providing instruction, services, resources, facilities, and technologies that facilitate access to information and in order to foster inquiry, creativity, discovery and the acquisition of knowledge.

The Library extends its local collections and services through membership in the Orbis Cascade Alliance (Alliance), a consortium of public and private academic libraries in Washington, Oregon, and Idaho.

THE OFFICE OF INTERNATIONAL PROGRAMS AND DEVELOPMENT

The [Office of International Programs and Development](#) serves the University community by offering many programs that help foster cultural diversity. Every year the office welcomes students from around the world who wish to study at Saint Martin's and hosts activities that encourage cultural exchange. The Office also coordinates [study abroad](#) efforts to assist students in their pursuit of international education through a belief that international education leads to global citizenry. These programs include global partner and faculty-led options.

THE OFFICE OF THE REGISTRAR

The [Office of the Registrar](#) has many roles at the University, each designed to assist students as they pursue a lifetime of learning and accomplishment. Some of these roles include: registration functions (add/drop/withdrawals), transcript processing, enrollment verifications, VA certifications, and graduation processing and diplomas.



THE PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS

The Provost and Vice President of Academic Affairs is the chief academic officer of Saint Martin's University. Under the direction of the President, the Provost is responsible for educational policy and academic programs to include program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, and the encouragement and improvement of teaching and learning. The Provost reports directly to the President, is a member of the President's Cabinet, and acts for the President when the President is unavailable. Direct reports include the Dean of the College of Arts, Sciences & Education, the Dean of the College of Business, Engineering & Technology, the Dean of the School of Health & Allied Health, the Director of the O'Grady Library, the Dean of International Programs, the Director of Institutional Research & Assessment, the Registrar, and an executive assistant.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serves the entire University as a member of the senior staff, taking a University-wide perspective on issues facing the institution. Performs as a leader and colleague of faculty inspiring confidence of faculty members. Describes faculty views to the senior staff and also advocates ideas and proposals to the faculty. Serves as the President's chief advisor on issues affecting the academic sphere and in that role also briefs the Board of Trustees and discusses academic priorities with major donors and potential supporters of the University.
- Fosters intellectual growth, student learning, and scholarly and creative activities. Provides academic strategic planning, administrative leadership, direction, and evaluation for all academic activities and faculty affairs at the University; provides leadership in internationalizing the campus and advancing multidisciplinary scholarship; and provides leadership and guidance on diversity initiatives for faculty, staff, and students.
- Demonstrates sound fiscal management and empirical-based decision making by overseeing program development, budgets, and facilities of all academic and academic support units.
- Ensures an active and expanding dialogue with external constituencies by encouraging partnerships with external constituents and public organizations, engaging in effective university advancement (including alumni affairs, fundraising, and advocacy on behalf of the institution), and facilitating the mission of the University.
- Implements the strategic academic vision by authorizing faculty appointments, recommending all promotions and tenure decisions to the President, making final decisions about the allocation of academic space, working closely with the Faculty President in implementing and evaluating research initiatives of the University, working with the Dean of Student Affairs in addressing the educational support needs and co-curricular priorities for students, and with the other Vice Presidents and senior leadership of the University in coordinating and overseeing the overall mission of the University.

THE PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS (CONT.)

- Encourages faculty development and support and remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and courses as required.
- Responsible for hiring, training, and evaluating personnel under direct supervision.
- Serves as a committee member on University and Board of Trustees committees including the preparation of board reports. Represents the University to various institutional divisions as well as externally to governmental agencies, vendors, students and their parents, and the general public.
- Complies with University policies and state and federal regulations.
- Contributes to the overall success of the University by performing all other related duties as assigned.

COMPETENCIES

- Demonstrates leadership to further the University's vision, in collaboration with deans, faculty, administrators, students, trustees, and other constituencies. In addition, the Provost is a strong advocate for the Catholic and Benedictine identity of the University.
- Has the ability to supervise, lead, and motivate faculty and staff ensuring their on-going professional development.
- Demonstrates and supports the University's Catholic and Benedictine values, mission, goals, vision, and ethos of student-centered education.
- Possesses outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Has significant academic administrative experience at a college or university.



- Possesses the leadership and curriculum development skills to guide the continuous refinement and improvement called for by the strategic plan.
- Shows effectiveness in addressing academic budgets, assessment, and faculty personnel matters.
- Illustrates a commitment to shared governance and the ability to advocate for faculty concerns to the administration and Board of Trustees.
- Possesses the personal qualities of integrity, creativity, collegiality, sound managerial judgment, fairness, discretion, and ability to make difficult decisions.

REQUIRED QUALIFICATIONS

- Doctoral degree in a related field from an accredited college or university.
- Practicing Catholic with an understanding of the Catholic Intellectual Tradition and the guidelines expressed by *Ex corde Ecclesiae*.
- Successful and progressive professional and leadership experience suitable for appointment as the Provost.
- Demonstrated experience in the planning and implementation of instructional programs (credit and non-credit), workforce development, academic support services, and course and program assessment.
- Senior level supervisory experience with strong mentoring and staff management.
- Academic credentials for a tenured full professor or equivalent.



HOW TO APPLY

Applications should consist of a substantive letter of interest, a curriculum vitae, and a list of five professional references with full contact information and a note indicating the nature of your working relationships with each. No references will be contacted without the explicit permission of the candidate. The position will remain open until filled but only applications received by DECEMBER 9, 2025, can be assured full consideration.

The University is being assisted by AGB Search. Application materials should be submitted through the AGB Search portal system here (link: bit.ly/42sN4IT).

Please direct expressions of interest, nominations, or any questions regarding the application process to: SaintMartinsProvost@agbsearch.com or to the AGB Search consultants listed below:

Melissa K. Trotta, Ed.D.
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(202) 380.8927

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Further information about Saint Martin's University is available at www.stmartin.edu/.

The principles of the Catholic Benedictine tradition, equal employment opportunity, and nondiscrimination are fundamental to the mission, goals, and objectives of Saint Martin's University. The University does not discriminate in employment or in the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other University programs on the basis of sex, sexual orientation, race, color, religion (except as a bona fide occupational qualification for certain select positions), marital status, national or ethnic origin, military or veteran status, age, or disability. Equal opportunity in employment is governed by a variety of federal laws. The major applicable federal laws are Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Rehabilitation Act, Age Discrimination in Employment Act, Equal Pay Act, and VEVRA. Collectively, these laws prohibit discrimination in all terms and conditions of employment - including hiring, compensation, training, promotion, and termination - based on race/ethnicity, color, national origin, sex, disability, veteran's status, and age. The majority of these laws are enforced by the federal Equal Employment Opportunity Commission, frequently known as the EEOC. In addition to those mentioned above, equal opportunity in higher education is also governed by Titles VI and IX. Like their employment law counterparts, these laws collectively prohibit discrimination in educational programs or activities based on race, national origin, and sex. These laws are enforced by a division of the Department of Education known as the Office for Civil Rights (OCR).



Founded as an affiliate of the Association of Governing Boards of Universities and Colleges (AGB) in 2010, AGB Search has a deep and comprehensive understanding of the ideal qualifications for effective higher education leadership. Our affiliation with AGB, a membership association focused on advancing excellence in board governance, ensures that we approach each search with an emphasis on strong and strategic leadership to support institutions in navigating the changing higher education environment.

AGB Search has assisted with nearly 1,500 permanent and interim searches at over 600 institutions and organizations. On an annual basis, AGB Search conducts more than 100 successful searches for higher education executives. Our team includes more than 45 principals and consultants located in every region of the United States, with experience working in partnership with colleges, universities, institutionally related foundations, and associations across the country.

Our clients include private and public colleges and universities with annual budgets below \$10 million to over \$5 billion, endowments ranging from \$5 million to over \$41 billion, and total enrollments ranging from under 500 to more than 90,000 students.

AGB Search is a member of the Association of Executive Search and Leadership Consultants (AESC) and commits to the AESC Code of Professional Conduct. We have been recognized by Hunt Scanlon Media as one of the Top 50 Executive Search Firms in 2024.

In addition to searches for permanent leaders in higher education, AGB Search offers interim search services, executive coaching services, and ExecComp, the firm's executive compensation evaluation service.