



**ASSOCIATE PROVOST FOR  
ACADEMIC PROGRAMS**

Leadership Profile

## About Bowie State University

---

Bowie State University (BSU) is building a bold future on a proud heritage. Founded in 1865, BSU is Maryland's oldest Historically Black College or University (HBCU) and is one of 12 constituent institutions of the University System of Maryland (USM). Ranked by U.S. News & World Report as #11 among the more than 100 HBCUs in the nation, BSU provides high-quality and affordable educational opportunities for students with ambitions to achieve and succeed.

BSU offers 29 undergraduate majors and 40 master's, doctoral, and advanced certification programs with special focus on science, technology, business, education, and related disciplines. A supportive environment empowers students to think critically, make new discoveries, value differences, and emerge as leaders in a rapidly changing global society.

Contrary to national trends, Bowie State's first year student applications have exploded in recent years, including applicants from beyond the local region. Thirty-two states and 29 foreign countries are represented in the over 6,300 students enrolled in the fall of 2023. Approximately 1,900 students reside in campus housing. Two-thirds of BSU's students commute from within the Washington, DC- Baltimore metropolitan region. BSU is a diverse university whose students, faculty, and staff represent many ethnic and cultural backgrounds. As an HBCU, the majority of BSU's students are African American (82%), but the campus is becoming increasingly diverse as more students see the value of the Bowie State University experience. BSU is recognized as a Military Friendly School© and a leader in LGBTQ+ support.

Bowie State is centrally located in one of the nation's most exciting and influential metropolitan areas. The campus is a short commute to Annapolis, Washington, DC, and Baltimore, affording access to unique opportunities to engage with state and federal government agencies and elected officials, and industry. The university also boasts a serene, 337-acre suburban campus. Bowie State's commitment to sustainability is reflected in the extensive network of solar panels across the campus, LEED Gold or Platinum certification on all recent construction, and designation as a Tree Campus USA.

## Mission Statement and Core Values

---

As Maryland's first historically black public university, Bowie State University empowers a diverse population of students to reach their potential by providing innovative academic programs and transformational experiences as they prepare for careers, lifelong learning, and civic responsibility. Bowie State University supports Maryland's workforce and economy by engaging in strategic partnerships, research, and public service to benefit our local, state, national, and global communities.

- **Excellence**  
Bowie State University expects students, faculty, staff, and administrators to demonstrate outstanding levels of performance by fostering a stimulating learning and work environment.
- **Inclusivity**  
Bowie State University is intentional about creating a community that encourages involvement, respect, and connection among students, faculty, staff, and administrators regardless of differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability.
- **Integrity**  
Bowie State University students, faculty, staff, and administrators demonstrate high ethical standards in their interactions with one another and the larger community.
- **Accountability**  
Bowie State University expects each member of the University community to be responsible and accountable for the outcomes of their efforts and actions.
- **Innovation**  
Bowie State University aspires to infuse innovative practices into academic and administrative functions by encouraging students, faculty, staff, and administrators to utilize best practices and pursue new opportunities.

## Associate Provost for Academic Programs

### The Opportunity

---

The Division of Academic Affairs facilitates excellence in teaching, learning and research at Bowie State. In addition to [our programs of study](#), Academic Affairs prepares students for success through experiential education, career development and opportunities for global learning. The division also builds a strong foundation for success by cultivating talented faculty, state-of-the-art facilities for groundbreaking research and resources that encourage innovative thinking.

The Division of Academic Affairs includes the following units:

**Academic Units:**

- College of Arts and Sciences
- College of Business
- College of Education
- College of Professional Studies
- The Graduate School

**Non-academic and supporting offices:**

- [Academic Advisement Center](#)

- [Career Development Center](#)
- [Center for Excellence in Teaching and Learning \(CETL\)](#)
- [Center for Academic Programs Assessment \(CAPA\)](#)
- [Entrepreneurship Innovation Center](#)
- [Honors Program](#)
- [Office of Academic Transformation](#)
- [Office of Continuing Education & External Programs](#)
- [Office of Engaged Learning & Student Support](#)
- [Office of Experiential & Integrative Learning](#)
- [Office of International Education & Student Services](#)
- [Office of Planning, Analysis, & Accountability \(OPAA\)](#)
- [Office of Research & Sponsored Programs](#)
- [Thurgood Marshall Library](#)

Reporting to the Provost and Vice President for Academic Affairs, the Associate Provost for Academic Programs (APAP) will join the Provost's team to move Bowie State University forward in its mission to support excellence in teaching, learning, and research. In addition to its fundamental commitment to offering high-quality and affordable educational opportunities, the Office of Academic Affairs supports all faculty in their professional development as teachers and scholars, providing a foundation for an engaged, accomplished, and innovative academic community. The APAP will be a strong communicator and collaborator with all academic units as well as cross-divisionally to facilitate policy implementation, support operations, and represent the Provost's office in a broad range of academic and administrative issues and university committees to support faculty, staff, and students.

The APAP's portfolio of responsibilities will include, but not be limited to:

- Assist the Division of Academic Affairs in developing the Academic Master Plan and operationalizing strategic plans to fulfill the university mission.
- Oversee academic planning and experiential learning initiatives, including new degree and certificate programs.
- Provide support for the development and implementation of academic policies and procedures according to best practices and knowledge of relevant software systems.
- Provide oversight in assessing and evaluating academic programs to ensure that programmatic learning outcomes are met.
- Assist the Provost and academic units with periodic program review.
- Oversee the process of developing Memoranda of Understanding in pursuit of potentially relevant external academic and experiential learning partnerships.
- Facilitate articulation agreements with community colleges and 2 + 2 partnership pathways.
- Provide oversight for scheduling of courses, working with Deans, Chairs, and Registrar.
- Assist the Provost with new faculty orientation and act as a resource for junior faculty members.
- Facilitate annual reports and other academic reviews as determined by the Provost.
- Oversee timely completion of annual curricular and programmatic updates to the Academic Catalogs, in conjunction with the academic units and Registrar.

- Assist the Division of Academic Affairs with funding strategies for academic programs and other academically relevant research initiatives.
- Collaborate with all colleges and the Graduate School to enhance the research enterprise.
- Collaborate with cross-divisional teams responsible for major university events, such as Convocation, Commencement, and awards and recognition ceremonies.
- Assist the Division of Academic Affairs with accreditation self-studies and reviews, including MSCHE and multiple disciplinary accreditations across the colleges.
- Supervise select non-academic administrative units, such as Career Services, Experiential Learning, and Continuing Education.
- Collaborate with the Office of Planning, Analysis, and Accountability (OPAA) and the Center for Academic Program Assessment (CAPA), and the Assistant Vice President (AVP) for Online Learning and Regional Centers.

## Required Qualifications

---

The successful candidate must have earned a doctorate degree with a demonstrated record of academic excellence in teaching, scholarship/creative endeavor, and service appropriate for appointment as a tenured faculty member. A minimum of seven years administrative experience demonstrating progressively greater responsibility in academic leadership at an accredited institution of higher education, with a minimum of three years of administrative leadership in Academic Affairs.

## Skills and Qualities

- Demonstrated experience with higher education regional accreditation standards, disciplinary accreditations, and institutional self-study process.
- Deep knowledge of processes and procedures in academic affairs, including curricular oversight and new program development, assessment, and periodic program review.
- Demonstrated experience with using data and institutional research for analysis, reports, and projections, and knowledge of assessment of student learning and performance measurement.
- Deep commitment to participation in university shared governance.
- Demonstrated experience with faculty development and support for faculty in all stages of career growth, including assisting in the review, promotion, and retention of full- and part-time faculty of all ranks.
- Proven track record of strategic planning and implementation; organizational skills in complex project management; leadership of support staff; and highly collaborative teamwork in fast-paced environments.
- Proven track record and deep knowledge of best practices in online learning administration and pedagogy.
- Demonstrated commitment to reducing barriers to student and faculty success related to differences in dimensions such as race, gender, sexual orientation, ethnicity, culture, and disability.

- Evidence of success with Friends and Fund raising.
- Successful experience in building or enhancing research.
- Outstanding communication skills, verbal and written, and commitment to serving a broad spectrum of constituencies through partnership, advocacy, and active engagement.
- Demonstrated ability to problem-solve individually and through teamwork and generate solutions through innovation.
- Ability to maintain confidentiality of sensitive materials, records, and personnel-related information.

## Nominations and Applications

---

For fullest consideration, applications should be submitted by **February 20, 2025**, to the AGB Search portal at: [Bowie - Assoc Provost for Academic Programs Application Portal](#)

Candidates are requested to submit the following: a *curriculum vitae*; a letter of interest that addresses the opportunities and experiences relative to the qualifications and desired attributes in the profile; and contact information for five references (to be contacted with candidate's permission at a later date).

Nominations and expressions of interest in the Associate Provost for Academic Programs opportunity are encouraged. Please direct them to the AGB search consultants listed below or

to: [BowieAssocProvAcademicPrograms@agbsearch.com](mailto:BowieAssocProvAcademicPrograms@agbsearch.com)

**Concetta M. Stewart, Ph.D.**

**Principal**

[concetta.stewart@agbsearch.com](mailto:concetta.stewart@agbsearch.com)

908-341- 2178

**Tamara Jhashi, Ph.D.**

**Executive Search Consultant**

[tamara.jhashi@agbsearch.com](mailto:tamara.jhashi@agbsearch.com)

248-821-4766

### EEO Statement

Bowie State University does not discriminate against individuals on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital status, or veteran status. The University provides equal access for employees and applicants for employment to all programs and services provided by the University both on and off campus, including reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the University's business. In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting, or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful. For the University's full EEO statement:

<https://bowiestate.edu/about/administration-and-governance/legal-and-government-affairs/office-of-equity-compliance/discrimination-in-the-workplace/eo-non-discrimination-statement.php>

