



**ASSOCIATE PROVOST FOR  
FACULTY AFFAIRS AND BUDGET**

Leadership Profile

## About Bowie State University

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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<sup>®</sup> 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

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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 Faculty Affairs and Budget

### The Opportunity

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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 academic and non-academic offices and units:

**Academic Units:**

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| <ul style="list-style-type: none"> <li>• College of Arts and Sciences</li> <li>• College of Business</li> <li>• College of Education</li> <li>• College of Professional Studies</li> <li>• The Graduate School</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Career Development Center</a></li> <li>• <a href="#">Center for Excellence in Teaching and Learning (CETL)</a></li> <li>• <a href="#">Center for Academic Programs Assessment (CAPA)</a></li> <li>• <a href="#">Entrepreneurship Innovation Center</a></li> <li>• <a href="#">Honors Program</a></li> <li>• <a href="#">Office of Academic Transformation</a></li> </ul> |
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**Non-academic and supporting offices:**

- [Academic Advisement Center](#)

- [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](#)

The Associate Provost for Faculty Affairs and Budget (APFAB) will join the leadership team in the Division of Academic Affairs at Bowie State University to provide strategic management of both the life cycle of comprehensive personnel actions of faculty and other academic employees as well as all finance and budget operations in support of the division. Reporting to the Provost and Vice President for Academic Affairs, the APFAB will be a strong partner to the Executive Director of University Budget and Chief Human Resources Officer, as well as an engaged, collaborative leader with all relevant academic and non-academic stakeholders and constituencies across the campus. The APFAB will be committed to Bowie State University's mission to provide excellent academic opportunities to all students by supporting faculty affairs and financial operations for the Office of the Provost and Vice President for Academic Affairs.

The APFAB's portfolio of responsibilities will include:

- Assisting the Provost and academic leadership team to recruit and retain excellent faculty at all ranks.
- Providing continuity of support to all faculty through the life cycle of appointment, periodic review, tenure, promotion, sabbatical leave and other professional development opportunities outlined in the Faculty Handbook, and ensuring detailed organization and timeliness in the business processes associated with personnel actions.
- Supervising position management of other academic employees, including librarians, lecturers, student assistants, graduate assistants, teaching associates, and others, supporting personnel policies and record keeping, professional development, performance management, labor relations, succession planning, and employee recognition programs.
- Providing oversight of budget-related contractual issues for all faculty and staff appointments within the support units of the Division, which includes working with deans and department chairs on faculty workload for undergraduate and graduate programs.
- Working with Faculty Senate Executive Committee and other leaders to ensure consistency in the application of policies in the Faculty Handbook.
- Assisting the Provost in executive searches and advising on executive staffing decisions.
- Supervising the work in the Provost's Office in developing, communicating, operationalizing, and monitoring the annual budget cycle and capital planning in the units within Academic Affairs.
- Providing oversight for budget allocations for the academic colleges and academic support units in the Division, working closely with deans, directors, and department chairs to ensure transparency and collaboration in the development of budget models.

- Providing tracking data and analysis with key performance indicators to ensure that budgets are effectively managed across Academic Affairs.
- Fostering collaboration with the Provost's Office, the University Budget Director, and other senior leaders to evaluate enrollment projections and provide forecasting models on divisional revenue.
- Working closely with the Provost and Assistant Vice President for Office of Planning, Analysis & Accountability to consider feasibility for divisional initiatives, projects, capital planning, staffing requests, and other activities to ensure alignment with the university strategic plan and the Academic Master plan.
- Providing oversight for financial resources required by new program proposals as well as forecasts of potential revenue generation.
- Collaborating with the University Budget Office on central budget planning and initiatives to provide high-level leadership aligned with strategic priorities as set forth by the Provost and Vice President for Academic Affairs.
- Serving on university-wide committees and advisory bodies as assigned by the Provost and Vice President for Academic Affairs.
- Undertaking other duties as assigned.

## Required Qualifications

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- The successful candidate must have earned a doctorate degree with a demonstrated record in faculty affairs and experience in planning, forecasting, cost and financial analysis, budget management and reporting at an accredited institution of higher education.
- Seven (7) years of progressively responsible administrative experience in academic leadership, including a minimum of five (5) years in budget management and leadership, and a minimum of three (3) years of administrative leadership in academic affairs with demonstrated experience in the management of faculty and staff recruitment, contract processing, and tenure and promotion, post-tenure, and faculty annual development reviews.
- A record of successful teaching, service, and scholarship/creative activity and earned tenured faculty status with significant faculty leadership experience.

## Skills and Qualities

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- Proven success as an ethical and strategic leader able to work effectively and collaboratively with a variety of constituents, including faculty, administrators, and staff.
  - Excellent communication skills, including intercultural, interpersonal, written and verbal, along with strong presentation and listening capabilities.
  - Knowledge of and experience working with complex divisional budgets and financial operations at a senior level at an institution of higher education; experience with HR policies; knowledge of state policies.
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- Demonstrated high-level organizational skills with the ability to prioritize and multitask effectively in a fast-paced, detail-oriented and time-sensitive environment with the ability to anticipate next steps needed and execute independently.
- Proven track record of successful analytical and project management skills, experience with budget management systems, financial software, and an enterprise resource (ERP) system.
- Experience with review and assessment of expectations and standards for successful faculty reappointment, tenure, and promotion.
- Demonstrated ability to manage stressful situations with tact and diplomacy and to use sound judgment, particularly in the context of handling sensitive and/or confidential information.
- Experience supervising and mentoring staff and the ability to lead individuals and teams.

## Nominations and Applications

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Applications will be considered on a rolling basis until the position is filled and should be submitted to the AGB Search portal at [Bowie State Associate Provost for Faculty Affairs and Budget](#).

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 Faculty Affairs and Budget opportunity are encouraged. Please direct them to the AGB search consultants listed below or to [BSUAssocProvFacAffairs@agbsearch.com](mailto:BSUAssocProvFacAffairs@agbsearch.com).

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### 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, please visit <https://www.bowiestate.edu/about/administration-and-governance/division-of-administration-and-finance/humanresources/eo-non-discrimination-statement.php>

