



Vice President, Academic Affairs & Provost

**Maine Maritime Academy** is searching for an innovative, dedicated, and experienced professional to assume the position of Vice President, Academic Affairs & Provost. The Vice President provides vision and leadership to the Academy in all areas of student life while guided by the Academy's overall mission, vision, and values.

This is an outstanding opportunity for an experienced professional to foster a unique and talented student body and enhance the brand of the Academy. MMA is positioned as a leader among maritime colleges in the United States and among the top ten institutions in the US for best return on investment. Founded in 1941 as an exclusively regimented program, the college has diversified significantly over the years, now offering both regimented and non-regimented learning paradigms, with approximately 950 undergraduate and graduate students from across the United States and globally and a faculty and staff of approximately 280. MMA has an international reputation as a leader in training and education for engineering, marine biology, energy, science, and international business/logistics fields, with job placement rates that consistently exceed 90 percent within those career fields.



## The Location

Located in beautiful Castine, Maine, MMA is situated on a peninsula in scenic Penobscot Bay where it enjoys the benefits of a deep-water harbor and access to recreational boating and the attractions of Bar Harbor, Mt. Desert Island, and Acadia National Park. Residents also have nearby access to Baxter State Park, the Appalachian Trail and a host of hiking, fishing, and sailing opportunities.

Castine has a rich history and is one of the oldest European-settled towns in North America. Before 1613 the area was home to several nations of Native Americans. Castine has existed as a town since 1796 and is named after Baron Jean Vincent d'Abbadie de St. Castin, a French nobleman and adventurer. A century later, great prosperity came largely from the sea -- from fishing and shipbuilding. Local ropewalks, sail lofts, and ship chandlers provided all necessary goods and services for the maritime trade. Visitors to Castine are often impressed by the many beautiful Georgian and Federal style houses still in perfect repair.

In 1867 the Eastern Maine Normal School was founded to train hundreds of teachers for Maine's public schools. Although closed in 1940, one of its original buildings still stands on the campus of Maine Maritime.



Academy. Today, MMA's training ship *State of Maine* and the historic Schooner *Bowdoin* are docked in the harbor, powerful reminders of Castine's seafaring past, and its vital role in the future of the maritime industry.

Castine welcomes seasonal and year-round residents. Information about relocating to Castine can be found [here](#).

## The Position

As the college's chief academic officer, the Provost will report to the President. The successful candidate will also hold an appointment as a Professor of the appropriate discipline. He or she is a strategic thinker; a visionary with enthusiasm for creative initiatives. The Provost is a dynamic leader, an advocate for academic programs and a change agent where necessary, providing leadership to faculty and academic staff, and advancing the mission of the Academy. The next ten years at MMA will see a great deal of change in order to keep pace with the global transportation, business, and educational trends to lead the strategic plan. Therefore, the Provost must be a strong leader to help steer MMA through both a paradigm and cultural shift including an evaluation and assessment of current academic disciplines and potential future majors to keep MMA current and relevant. The Provost works to ensure consistent quality standards in curriculum and programs that meet the needs of students and oversees the academic integrity of the college. As Provost, the incumbent provides administrative support in budgeting; curriculum; programmatic operations; resolves academic personnel matters; and arbitrates demands for facilities associated with the academic division. The Provost also assures compliance with various accreditation agencies as well as with cognizant federal agencies. As a senior member of the President's cabinet, the Vice President is expected to work closely and collaboratively with the President and other members of the executive team and, as such, will act as a conscientious advocate for the Academy as a whole, in addition to the faculty.

The Provost shall have academic credentials with the rank of Professor, as demonstrated by a terminal degree and a distinguished record of teaching, scholarship, service and creative accomplishments that exhibit academic excellence. An appreciation of shared governance and evidence of strong abilities to work effectively and collaboratively with Academy administration, faculty, students, staff, and other partners within the College is a necessary attribute of the position, as is a demonstrated commitment to ongoing professional development of faculty and academic personnel.



Due to the nature of some of the college's specialized programs of study, the preferred candidate would also possess an understanding of U.S. Maritime Administration and U.S. Coast Guard licensing requirements, as well as education and training regulations.

## Requirements

- Terminal degree required, with undergraduate degree preferably in a discipline offered by the College.
- Demonstrated success as a collaborative and strategic leader familiar with data-based decision making.
- A minimum of five (5) years of higher educational administrative and/or leadership experience.
- Demonstrated success in strategic planning, oversight of academic programs and personnel, fiscal management, and resource allocation.
- Demonstrated collaboration with both faculty and administration and support of shared governance.
- Maritime experience is strongly preferred with knowledge of USCG licensing programs and outcomes desired.
- Established track record as collaborator in the workplace, within the immediate department and within the larger institution, as well as a record demonstrating effective leadership as a strong and motivational manager.
- Experience with accreditation process for regional and programmatic accreditation.
- Faculty or Staff evaluation experience required.

## Responsibilities

- Oversee all academic affairs, including both the undergraduate and graduate (online) programs and policies for students and faculty, to advance the mission of MMA.
- Support faculty, students, and academic professionals in advancing innovations in teaching and learning.
- Manage the academic budgeting process, anticipating costs and prioritizing needs with a view to the continued sustainability of MMA's fiscal resources.
- Foster a work environment that promotes diversity, collegiality, civility; rewards excellence; encourages professional development, service, and teamwork across all divisions; and holds the faculty and staff accountable for the same.
- Ensure systematic review of majors and curriculum to ensure quality and up-to-date course content while ensuring each major is financially viable and sustainable.
- Assess institutional effectiveness, integrating technology throughout the curriculum.
- Expand and enhance graduate programs.
- Oversight responsibility for the recruiting, hiring, retention, promotion, and performance of top-quality faculty.
- Provide administrative oversight to those faculty securing grants and performing research.
- Partner with the Vice President for Finance and Administrative Services and Human Resources Director in negotiating new faculty union contracts.
- Successfully manage all aspects of Academic Affairs (direct reports include the individual academic department heads, the head librarian, the Registrar, and the Dean of Faculty).

*The statements above reflect the general details considered necessary to describe the principal functions of the job as identified and should not be considered as a detailed description of all work requirements that may be inherent in the position.*

## Knowledge, Skills, and Abilities

- Collaborative, collegial, and effective in communication, both oral and written.
- High level of integrity and dependability.
- Strong problem-solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Ability to maintain good working relationships with employees and the public at all levels of the organization.
- Excellent organizational ability to establish priorities and to manage many complex tasks simultaneously and effectively.

## Special Conditions

- Background check is required.
- Tobacco-free campus/ships.

## Physical/Environmental Requirements

- Sitting/computer keyboard manipulation/computer screen
- Close office setting
- Occasional travel, to include shipboard travel.



## Application and Nomination Process

To submit your materials, please visit [hr.mma.edu](https://hr.mma.edu)

For more information about this position, please contact:

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