SEARCH PROSPECTUS

Vice President for Academic Affairs

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THE SEARCH FOR  
Vice President for Academic Affairs

Harford Community College has served as the anchor institution for higher education in Harford County, MD since its founding in 1957. We are a mid-sized, comprehensive college committed to serving our community by providing educational access and opportunity to our diverse constituents.

We are seeking a strategic, unifying leader to serve as our next Vice President for Academic Affairs. The successful candidate will be a dedicated and accomplished academic leader who encourages shared governance and can build consensus among faculty, staff, and administrators. Most importantly, the successful candidate will share Harford Community College’s commitment to data-informed practices that prioritize student success and promote the values of inclusion, civility, and principled leadership.

The Vice President for Academic Affairs will serve as the College’s Chief Academic Officer. He or she will report directly to the College President and serve as a member of our six-person Executive Leadership Team.
OVERVIEW

The Vice President for Academic Affairs will oversee and direct all functions pertaining to instruction and learning outcomes. By adopting a student-focused and collaborative approach to problem-solving, the Vice President will serve as a steward of the College’s mission, vision, and values.

The Vice President will function as the primary advocate for faculty, providing necessary resources and direction to support innovative and effective pedagogical practice. This championing of faculty will be balanced by an appreciation of the Vice President’s role as a trustee of the College, acting in the best interests of the institution and its students. As both an advocate and trustee, the Vice President will promote the values of civil discourse and the free exchange of ideas that serve as the cornerstone of higher education.

The Vice President for Academic Affairs will also provide essential support and guidance in the following areas:

- Curriculum planning, management, and evaluation (including continuing education, basic education, and related instruction policies)
- Library services
- Distance learning programs
- Instructional and learning services
- Program, course, and curricular changes
- Accreditation

KEY RESPONSIBILITIES

**Oversee Instruction and Learning Outcomes**
The Vice President will foster excellence in teaching, scholarship, and community service. He or she will lead the development, coordination, assessment, and implementation of instructional programs and activities, and review existing and proposed programs, courses, and curricula.

**Ensure the Financial Health of the Division**
The Vice President will develop and recommend budgets to the College president and oversee, monitor, and approve budgetary expenditures.

**Facilitate the College’s Continued Success**
The Vice President will cultivate and develop talent, particularly among the deans, and will lead Academic Affairs in its implementation of the College’s new strategic plan and its incorporation of recommendations related to Achieving the Dream.
The College’s main campus occupies 352 acres in Bel Air, MD, a vibrant part of northeastern Maryland that is conveniently located near Baltimore, MD, Philadelphia, PA, Wilmington, DE, and Washington, DC.

We offer more than 80 degree and certificate programs, along with a wide variety of noncredit continuing education courses. Towson University’s Northeast Extension (TUNE) is located on HCC’s campus and offers transfer opportunities for students seeking their bachelor’s degree in select fields. The College enrolls more than 18,000 students annually across our credit and non-credit programs.

The College enjoys strategic partnerships with a number of area businesses and institutions, most notably the U.S. Army’s Aberdeen Proving Ground (APG). APG is the largest employer in Harford County, and HCC offers a variety of workforce development training opportunities to APG employees. HCC also works closely with Harford County Public Schools, offering dual-enrollment opportunities to high school students and enrolling approximately 25 to 35% of recent HCP5 graduates each year.

**OUR PAST AND OUR FUTURE**

Harford Community College celebrated its 60th anniversary during the 2017-2018 academic year, and used that milestone as an opportunity to reflect on our past accomplishments and our goals for an even brighter future. We are actively working to become a true college of the future, a learner-centered, data-informed, agile institution that can adapt to meet the ever-evolving needs of the community we serve.

In particular, we have renewed our commitment to student success by joining the Achieving the Dream consortium, which works to close the achievement gap and increase student retention and completion rates. We have also developed a new strategic plan that will take effect on July 1, 2019, and guide our institution for the next five years.
GETTING TO KNOW

The People of Harford Community College

Our People Are Our Most Valuable Resource—We Work Hard to Provide a Framework Under Which Our Students and Our Employees Can Be Most Successful.

We will continue to pursue the most highly qualified, talented, and dedicated professionals to be part of our team—and, in doing so, we will best serve the interests of our students, our colleagues, and our institution.

At Harford Community College, we ask our students to stay open-minded. We believe that curiosity is the driving force of a successful life, both in and out of the classroom. Our goal is to identify our students’ potential—and to guide them as they transform their ambition into action. We believe a Harford education should be both valuable and affordable.

The College is comprised of five academic divisions, all of which offer high-quality learning opportunities to students with a broad range of educational needs. These divisions include:

- Arts and Humanities
- Behavioral and Social Sciences
- Integrated Business and Applied Technology
- Nursing and Allied Health Professions
- Science, Technology, Engineering and Math

HCC further fosters teamwork and collegiality through a robust array of extracurricular activities. Our Fighting Owls compete in Division 1 men’s and women’s sports within the National Junior College Athletic Association, and our Office of Student Life sponsors more than 35 registered student organizations.

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The Academic Affairs division at Harford Community College is comprised of the five academic divisions and a number of related offices.

ARTS AND HUMANITIES
Offering Associate of Arts, Associate of Fine Arts, and Associate of Applied Science degrees, Arts and Humanities provides students with studio space and professional-grade equipment to aid in the development of critical thinking and communication skills.

BEHAVIORAL AND SOCIAL SCIENCES
Offering Associate of Arts and Associate of Applied Science degrees, as well as a paralegal studies credit certificate, Behavioral and Social Sciences draws on interdisciplinary approaches and innovative teaching strategies to foster students’ analytical and critical thinking skills.

INTEGRATED BUSINESS AND APPLIED TECHNOLOGY (IBAT)
Offering credit degrees and certificates as well as continuing education opportunities, IBAT provides pathways to prepare students for challenging and fast-paced careers in business, computer technology, cybersecurity, manufacturing, information systems, and the trades.

NURSING AND ALLIED HEALTH PROFESSIONS
Offering credit degrees and certificates in nursing and medical assisting, as well as certifications in patient care and other continuing education opportunities, Nursing and Allied Health Professions serves as a stepping stone for students interested in pursuing advanced degrees in the healthcare field.

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM)
Offering Associate of Science, Associate of Applied Science, and Computer Science degrees, STEM equips students with the investigative and technical skills needed for successful careers in industry, medicine, government, and education.

TEACHING, LEARNING, AND INNOVATION
Led by an additional, operational dean, this area provides leadership for curriculum and assessment processes and advances a campus-wide culture of innovation. The Center for Excellence in Teaching and Learning (CETL) supports these efforts by providing professional development opportunities for faculty.

THE LIBRARY
The Library supports and expands upon classroom instruction. In addition to traditional resources—including extensive physical holdings, digital archives, and databases—the Library also houses a digital media lab for students, featuring the Adobe suite of products and a “one-button” recording studio.

DISTANCE AND E-LEARNING
This office supports the integration and accessibility of technology for remote classroom instruction and works to enhance teaching and learning outcomes.
WORKFORCE DEVELOPMENT

Harford Community College offers practical skills training across a variety of industries. The College offers apprenticeship programs and technical training programs for students, as well as contract training services for employers.

Our electrical apprenticeship program is one of the largest in Maryland, enrolling approximately 400 students between September and April. Our certification programs in such growing industries as cybersecurity, drone technology, and heavy equipment operations provide students with hands-on simulation training. For employers, HCC designs customized training programs in hard skills and equally vital soft skills such as customer service, emotional intelligence, interpersonal communications, and ethical behavior.

As part of our continued commitment to the economic prosperity of our community and its people, HCC is currently planning for a satellite campus along the southern corridor of U.S. Route 40. This satellite campus, HCC at Edgewood, will offer certification and training in the area’s most sought-after professions. In the summer of 2018, the College partnered equally with the County and area businesses to conduct a feasibility study, which considered the potential impact of the new campus on both residents and employers in southern Harford County. The College is currently working alongside our community partners to ensure HCC at Edgewood meets all our constituents’ needs.

DATA ANALYTICS

Throughout 2018, Harford Community College partnered with HelioCampus to develop a comprehensive data-analytic platform that will enable us to progress from descriptive data analytics to diagnostic, predictive, and ultimately prescriptive data analytics. This improved data-analytic platform will increase data literacy across campus and promote data democratization by digitizing data and making it easily accessible across departments. The College will also be better-equipped to respond effectively to students’ needs by improving recruitment, retention, and completion efforts. HelioCampus went live at HCC in March of 2019, and our new Office of Analytics and Planning continues to conduct training sessions to ensure all employees are familiar with the interface.

TECHNOLOGY SERVICES

Harford Community College has developed a 3-year technology plan and budget, which includes a new IT governance structure. In 2018, the College also converted from Banner 8 to Banner 9.

The College is also optimizing student services through the use of technology. We are currently working with Ad Astra Software to simplify and standardize our academic scheduling process, and piloted a new online course registration system for credit and non-credit courses for the Spring 2019 semester. Our course catalog has moved fully online for the 2019-20 academic year through the Leepfrog software system; we plan to utilize the CourseLeaf component of this software for curriculum development in the near future.

SEARCH PROSPECTUS: Vice President for Academic Affairs
The next Vice President for Academic Affairs at Harford Community College must hold a doctorate degree and have previous experience as a senior academic officer for an institution of higher education.

Other required qualifications include:

- Seven or more years of higher education experience
- A minimum of five years (may be non-consecutive) of full-time teaching experience
- Three to five consecutive years as a successful chief academic officer
- A working knowledge of higher education learning, accreditation requirements, and organizational models
- Excellent verbal and written communication skills

Qualified applicants can apply by completing an ONLINE APPLICATION by September 1, 2019. Applications should consist of a substantive cover letter that specifically addresses how the candidate’s experiences match the qualifications, a resume or curriculum vitae, and a list of at least 3 professional references with full contact information (references will not be contacted without explicit permission from the candidate).

We also invite you to learn more about this opportunity, our institution, and our campus community on our website.