



**MORTON COLLEGE**

# **Vice President of Academic Affairs Opportunity Guide**



[www.morton.edu](http://www.morton.edu)



# About Morton College

Morton College, founded in 1924, is the second oldest community college in Illinois. Its mission is to enhance the quality of life of its diverse community through exemplary teaching and learning opportunities, community service, and life-long learning. Located in Cicero, IL, Morton College is proud to celebrate a century of meeting students' educational needs in Chicago's western suburbs.

Originally housed in the local high school, Morton College grew alongside its community. Once the College found its current home, it quickly became a place where long-term residents and aspiring young immigrants attended to achieve their dreams. Morton College is a proud Hispanic Serving Institution, defined in U.S. federal law as an accredited, degree-granting, public or private nonprofit institution of higher education with 25% or higher total undergraduate [Hispanic or Latino full-time equivalent](#) (FTE) student enrollment. In fact, Morton College's enrollment exceeds 80%.

The College serves approximately 160,000 residents of District 527, which encompasses the Illinois communities of Berwyn, Cicero, Forest View, Lyons, McCook, and Stickney. The 37-acre campus contains five buildings with state-of-the-art classrooms and science laboratories, a brand-new planetarium, a renovated 350-seat theatre, a 1,000-seat gymnasium, and a physical fitness center.

With curricula encompassing career, community, continuing, and adult education programming, Morton College's university transfer program has become known state-wide for academic excellence. The College continues to move forward in its campus improvements to welcome new and future students seeking to enrich their lives and prosper through higher education.

Known for its academic excellence, dedicated teaching, small classes, friendly atmosphere, and personalized learning opportunities, Morton College offers educational programs and support services to students at an affordable cost. These programs and services prepare students for an education paving the pathway to life-changing options including the pursuit of a bachelor's degree, job entry, and career advancement. Providing opportunities for lifelong learning, Morton College programs and activities enhance the cultural, civic, and economic life of the community. More information about Morton College can be found at [Morton College at a Glance](#).

## Diversity Statement

Diversity at Morton College is more than just a variety of people with different backgrounds. It is the core of who we are as an educational culture, and it supports our goals as an organization. Consistent with its mission of social responsibility and community education, Morton College continually works "to enhance the quality of life of our diverse community."





# The Opportunity: Vice President of Academic Affairs

Morton College seeks its next Vice President of Academic Affairs to lead its academic programs and services. Reporting to [Dr. Keith McLaughlin, President](#), the Vice President of Academic Affairs will provide oversight to a team of professionals who work collaboratively to enhance the student experience. The successful candidate will demonstrate commitment to developing and maintaining the highest academic standards for the College. Championing Morton College's mission and vision, the Vice President will provide inspirational leadership, ensure quality and effectiveness, and provide strategic guidance for all Academic Affairs-related work at Morton College.



MORTON COLLEGE



# Performance Objectives

## Strategic Leadership

- Develop, strengthen, and execute academic and workforce development initiatives benefiting both the student body and the community
- Ensure evolution and maintenance of best-in-class academic standards and compliance with governing body and accreditation requirements
- Partner with the President in developing and implementing Board policies related to Academic Affairs
- Establish multiple pathways for entry to reduce barriers to enrollment, and ensure seamless student transitions
- Create and maintain a culture with systems and processes that nurture creativity and innovation
- Build support for Diversity, Equity, and Inclusion efforts by collaborating with key internal and external stakeholders and executive leadership to set and confirm priorities and create and monitor actionable strategies and outcomes

## Department, Faculty, and Staff Management

- Lead faculty recruitment and hiring efforts
- Collaborate with the faculty to promote innovation in teaching and learning
- Create measurable performance goals, including graduation and transfer rates for the faculty and staff and serve as a mentor for their professional growth and development
- Lead and manage faculty and staff through the lens of flexibility, openness to suggestions, and the ability to resolve/mitigate conflict
- Enhance the sense of unity, community, and shared vision among administrators, faculty, and staff
- Serve, with integrity and transparency, as a solutions-focused working partner with organized labor and union leadership





# Performance Objectives

## Curricula Development Leadership

- Ensure that programs and curricula are cohesive, mission-driven, in line with strategic plan goals, and support the needs and purpose of the College, students, and the community
- Lead the planning, delivery, and evaluation of credit and noncredit programming for the College
- Ensure a responsive transfer process from/to other schools
- Create academic master plans and develop and manage the requisite budgets
- Promote an environment to support faculty innovation to develop distinctive curricular offerings
- Build and grow workforce development opportunities for students and area employers, including exploring certifications, micro-certifications, and other innovative and current credentialing

## Partnerships, Relationships, and Community Building

- Communicate effectively and promptly with the Board of Trustees as directed by the President
- Serve as a key member of the President's cabinet, offering expertise in the field of Academic Affairs while being an active collaborator and listener, valuing the experience and knowledge of peers who are specialists in their fields
- Provide collaborative leadership in maintaining a positive and productive working relationship among the Board of Trustees, staff, faculty, and community partner organizations
- Assist in efforts to obtain external funding and earned revenue opportunities to support the College
- Promote literacy and civic responsibility by creating relationships and non-academic programs that meet the needs of the community
- Foster a welcoming campus climate that promotes and celebrates the vibrancy and culture of the surrounding population
- Explore partnerships with area employers and develop mutually beneficial workforce development programs designed to provide certification and real-world experience to students and a trained workforce for employers
- Form and steward relationships with elected officials, the local high school's staff, and other relevant partners and potential collaborators





# The Qualified Candidate

The Vice President, as the chief academic officer, will be responsible for the leadership, development, planning, and evaluation of Morton College's comprehensive academic programs and services. Serving with integrity and transparency as the senior-level administrator for all academic departments, this position will also be responsible for the development of policies in support of effective instructional programs and budgeting, staffing, and continuous improvement of academic programs and services, consistent with the College's mission and goals. The successful candidate will excel at relationship building while focusing on outcomes and a big-picture understanding of how to lead Academic Affairs for a small to mid-sized community college.

Don't check off every box in the requirements listed here? Please consider applying anyway! Studies have shown that underrepresented communities — such as women, people of color, LGBTQ, people with disabilities, and immigrants — are less likely to apply for jobs unless they meet every single qualification. Morton College is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging. So if you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to consider still applying.

## Specific Requirements Include:

- A minimum of 7 years of full-time teaching at the college level, preferably in a community college
- 3-5 years of progressive senior leadership experience in academic affairs
- Strong communication skills
- Proven ability to effectively formulate and articulate a vision for creating a dynamic teaching and learning environment centered around academic success
- Proven success in building strong and productive work teams with a focus on mentoring and nurturing faculty and staff development
- Direct experience with collective bargaining, managing budgets, grant writing, and institutional/program accreditation
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success
- Doctorate degree from an accredited institution
- Demonstrated and genuine respect for Morton College's core values of truth, compassion, fairness, responsibility, respect, and tolerance





# How To Apply

Compensation for this position has recently been benchmarked by Morton College and KEES and is in the fair market range. This position offers a competitive salary commensurate with experience.

In accordance with Morton College Board Policy 8.1:” It is the policy of Morton College not to discriminate on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, marital status, physical and mental disability, unfavorable military discharge, military status, sexual orientation, or any other unlawful basis in the recruitment, selection or employment of its employees or in its educational programs, admissions, or contracting, or employment policies. In accordance with the Americans with Disabilities Act of 1990, and corresponding state law, Morton College will make reasonable accommodations for applicants and employees. Charges of violations of this policy should be directed to the Director of Human Resources.”

Applications with specific cover letters will be given priority consideration. To ensure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE. All candidate-submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/academic/background information both in the screening process and for the finalist(s) in a formal background check.

This search is being managed by Laura Weinman, Vice President of KEES, and Project Manager Randi Blasutti. Questions may be addressed to [rblasutti@kees2success.com](mailto:rblasutti@kees2success.com).

Please submit your application as soon as possible. Applications are accepted on an ongoing basis, and the search will remain open until a hire is made. Candidates who submit a formal application before May 19, 2024 will be given the highest consideration.

APPLY HERE

## About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams with dynamic leaders in the nonprofit and public sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit [KEES](https://www.kees2success.com).