

# Provost

## Job Description

### May 2025

The Provost is Bryn Mawr College's Chief Academic Officer and an Officer of the College, responsible for the design and implementation of all aspects of the College's undergraduate and graduate academic mission (teaching and research) inside and outside of the classroom. Working closely with the President, key responsibilities include collaborating with the faculty to align academic strategy; managing all aspects of faculty recruitment, nurturance, and professional development; and continuing to enliven and celebrate academic vitality in teaching and research core to the college's mission.

The Provost is second to the President and, as defined in the Plan of Governance, assumes executive authority if the President is unable to do so. The Provost works closely with a broad range of [faculty committees](#) as a key component of shared governance and is a core member of the President's Senior Team. The Provost partners with the President and Board of Trustees on all aspects of academic mission and is the senior staff member who supports the Board's Academic Affairs Working Group.

The Provost will play a central role in designing, aligning, and implementing the academic vision central to the College's focus on academic excellence and the student experience. This includes:

- **Supporting and overseeing all academic programs**, undergraduate and graduate, including the curriculum, co-curricular and athletic initiatives, and experiential efforts that support them.
- **Guiding the development and administration of academic policies** for faculty and – in collaboration with the Graduate Deans and Dean of the Undergraduate College – for students.
- **Overseeing all aspects of faculty experience from hiring through retirement** including new faculty orientation, faculty development at all career stages, teaching and research support, and administrative development. This includes developing transparent approaches to faculty compensation, research and teaching leaves, course buy-outs, compensation for service, etc.
- **Partnering to ensure that academic facilities are excellent** and aligned with the academic programs core to mission.
- **Collaborating with the President and staff in research and foundations as well as Alumni Relations and Development** to expand and extend the funds available for institutional initiatives in light of the emerging strategic vision for the College.

## Academic Programs

Bryn Mawr College's academic portfolio includes about 1800 students in the Undergraduate College, the Graduate School of Arts & Sciences (GSAS), the Graduate School of Social Work and Social Research (GSSWSR), and the Postbaccalaureate Premedical Program. There are 37 undergraduate majors that span the humanities, sciences, social sciences and the arts as well as pedagogical opportunities through the 360 program, Tri-Co Philly, the Praxis Program, and numerous partnership programs with area colleges. Graduate opportunities include 7 combined A.B./M.A. programs, one professional master's program, 7 Ph.D. programs, and a Postbaccalaureate Premedical Program that is one of the most successful in the nation for placing students into medical school. Students can take classes at University of Pennsylvania as part of the Quaker Consortium and take classes as part of the Tri-Co Consortium with Swarthmore and Haverford Colleges. Many study abroad through 82 approved programs on six continents.

## Faculty

The faculty at Bryn Mawr is approximately 200 individuals who teach, conduct research, and provide service throughout the College. In the last ten years, the faculty has transitioned from being 45% full professors and 20% assistant professors to being 32% full professors and 28% assistant professors. The faculty is in the midst of an anticipated shift from a 3-2 teaching load to a 2-2 teaching load and in the early stages of thinking about the liberal arts and Bryn Mawr curriculum of the future. Approximately 29% of the current faculty identify as persons of color and 61% are women. 92% have the terminal degree in their fields. The faculty are dedicated teachers and strong scholars deeply committed to the College's core academic mission.

## Priorities

The Provost will focus on the following priorities:

- Partnering with the President, senior staff and faculty to develop a strategic plan or next chapter for the College centered around academic excellence and the student experience. This includes supporting faculty who teach undergraduates as they think about the liberal arts of the future and consider core aspects of the required and department/program level curriculum. It also includes collaborating with faculty who teach in graduate programs to build a clear strategy for graduate education in light of rapid changes in the landscape.
- Building and strengthening the professional environment in which faculty work to include attention to ongoing learning and professional development opportunities at all stages of career. This includes strengthening and clarifying faculty-facing academic policies and

procedures as well as systematizing and streamlining approaches to faculty time and compensation. It includes continuing to advance the College's goals for increasing faculty diversity through the faculty search process.

- Partnering with the Dean of the Undergraduate College, the Graduate Deans, and relevant faculty committees to build an integrated multi-year approach to faculty hiring and curricular planning as well as to the advising and support of students. Streamlining and aligning the work that takes place in the Offices of the Provost, the Dean of the Undergraduate College, and the Graduate Deans so that students and faculty are fully supported and central.
- Leading the process of Middle States Reaccreditation, which includes collaborative preparation, the self-study, the campus visit in 2027, and subsequent follow-up.
- Re-articulating and streamlining the College's distinctive academic opportunities such as the 360 program, Tri-Co Philly, and Praxis Programs and dual enrollment programs and other collaborative academic opportunities across the Bi-Co, Tri-Co, greater Philadelphia region, and beyond.
- Supporting and strengthening the College's approach to the holistic student experience, including physical education, athletics, mental health and wellness in partnership with relevant leadership across the College.
- Collaborating with the President and staff in research and foundations to expand the infrastructure and funds available for research and institutional initiatives including but not limited to research computing, updated lab space, and an Undergraduate-Student Research Partnership Program.

## Portfolio

The following academic and co-curricular units are currently part of the provost's portfolio.

- All of the College's faculty including 57 Department and Program chairs.
- The Dean of the Graduate School of Arts & Sciences, the Dean of the Graduate School of Social Work and Social Research, the Director of Postbaccalaureate Premedical Program and 10-15 staff who support these programs.
- The Director of Athletics, Physical Education and Wellness and the 25-30 coaches, athletic trainers, and others who support nine varsity sports, and a range of intermural and other programming.
- The Director of Sponsored Research, the Director of Institutional Grants, and their staff colleagues who support institutional research, biosafety, institutional animal care, and related research efforts.
- The Associate Provost of Finance & Administration, and approximately 33 staff in science support services, academic facilities, academic administrative assistants, and the academic budget.

- All aspects of faculty affairs including recruitment; hiring; new faculty orientation; review, promotion and tenure; leaves and sabbaticals; interim hiring; academic affiliates; course evaluations and assessment including department and program reviews, the mentoring program for junior faculty
- Aspects of the undergraduate curriculum including the Quantitative Center, the Writing Program and Writing Center, Emily Balch Seminars, STEMLA, Tri-Co Philly, the 360 Program, Arts Programs and the Performing Arts Series. Initiates and/or assists the development and oversight of 4+1 programs and international partnerships.

The Provost also works closely with the Dean of the Undergraduate College, particularly the Dean for Student Success and the Associate Dean of the Career & Civic Engagement Center, to align student and faculty facing work in support of faculty-student relationships and growth.

The Provost's Office staff includes 15 staff members and has included 2-3 associate provosts in areas including assessment and faculty development, diversity, equity and inclusion; and global education.

#### Qualifications

The Provost will be a Full Professor who combines deep appreciation for the College's mission with strong leadership skills including creativity, humor, diplomacy, the ability to engage across all aspects of difference, experience with conflict management, progressive leadership experience related to organizational and financial management, and tactical strengths across multiple domains including the ability to multi-task and complete projects on time. The Provost will be a strong communicator, comfortable engaging with all members of the College community, able to hold confidences and to build trust and community among diverse constituents.