



PROSPECTUS

Associate Provost for Research and Dean of Graduate Studies



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POSITION INFORMATION AND QUALIFICATIONS

Minnesota State University, Mankato, a leading university with a growing international reputation for breakthrough applied research, invites applications and nominations for the position of Associate Provost for Research and Dean of Graduate Studies. The University seeks an exceptional individual who will provide visionary and strategic leadership for research and graduate education across the Division of Academic Affairs and the broader university.

Minnesota State Mankato's culture merges big ideas with real-world thinking to nurture innovation and creative thought. Minnesota State Mankato is a thriving institution with highly regarded academic programs, a long history of a strong student-focused culture, and a record of commitment to its community and region. The Associate Provost for Research and Dean of Graduate Studies will be a key leader in helping Minnesota State Mankato sustain and further strengthen programs and services for its students and the wider community as we implement the university's new strategic plan Destination 2030.

EQUITY 2030 AND THE MINNESOTA STATE SYSTEM

Minnesota State Mankato is the largest institution within the Minnesota State System which includes 7 four-year institutions and 26 two-year colleges. The Minnesota State System has established a critical goal, [Equity 2030](#), which aims to eliminate the educational equity gaps across race and ethnicity, socioeconomic status, and geographic location by the end of the decade at every Minnesota State college and university. The focus of the work of Equity 2030 includes:

- Enhancing access and student success
- Providing Minnesota with the talent it needs
- Anchoring the communities and regions served

Equity 2030 seeks to bridge efforts across divisions and institutions to create an intentional statewide culture of equity-minded collaboration, resulting in equitable practice embedded through the institutions.

Recognizing the power of education to transform lives, Minnesota State Mankato is deeply committed to this work. Only by addressing systemic and structural inequities in educational access and outcomes can we build a better future for students, families, and our communities. It will require intentional systems and a culture of change and innovation, as well as advocacy and leadership with partners and stakeholders across the state to accomplish.

Equity 2030 is the integral thread, helping us succeed by focusing our work and clearly defining where we have opportunities to build additional capacity. As part of the multi-phase and multi-year planning required to achieve Equity 2030, we will begin by focusing on:

- Supporting and expanding student-centered policies and programs
- Developing equity-minded, evidenced-based, and data-informed practices for monitoring and assessment
- Facilitating and advancing leadership and professional development to support Equity 2030

BACKGROUND AND CAMPUS OVERVIEW

Since its founding in 1868 as Mankato Normal School, the school has focused on educating tomorrow's leaders to apply big ideas and real-world thinking to solve problems. For more than 150 years, the people of Minnesota State Mankato have been pairing bold aspirations with practical applications that have the power to change the world. The University's environment of big ideas coupled with real-world thinking transforms the typical college experience into one that is more meaningful and more connected to the rest of the world.

Today, more than 14,000 students, including more than 1,300 international students from more than 90 countries, attend Minnesota State Mankato, making it the second largest university in Minnesota. The nearly 1,600 faculty and staff, including more than 700 teaching faculty, are distinguished by their dedication and loyalty to the institution's mission and their students.

The University's academic quality is recognized through its accreditation by the Higher Learning Commission. More than 90 academic programs also hold specialized accreditation, certification and or recognition from 25 different recognized accrediting agencies; six non-academic programs also hold specialized accreditation, certification or recognition.

Minnesota State Mankato has an annual budget of \$240 million and its endowment is over \$70 million. Minnesota State Mankato [generates an annual economic impact](#) of over \$827 million. Alumni and friends in 2022 supported students and the University in significant, record-breaking fashion, allowing the University's Foundation to provide more than \$2.3 million in scholarships and emergency grants, a Foundation record for support and a 43 percent increase from 2018. Faculty and staff are represented by collective bargaining units and all negotiations occur at the state level, either through the Minnesota State System Office or through the Minnesota Management and Budget Employee Relations Division.

We also take the opportunity to recognize that we live, work, and learn in the homeland of the Dakota people, whose language frames our name—Minnesota State University, Mankato.

MISSION, VALUES AND VISION

Mission:

Minnesota State University, Mankato promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region, and the global community.

Vision:

Minnesota State Mankato will be known as a university where people expect to go further than they thought possible by combining knowledge and the passion to achieve great things.

Our foundation for this vision is our heritage of both dedicated teaching and the direct application of knowledge to improve a diverse community and world. We will achieve it by actively nurturing the passion within students, faculty, and staff to push beyond possibility on the way to realizing dreams.

Core Values:

Minnesota State University, Mankato is an innovative, student-centered learning community that values:

- Integrity and respect in the way we conduct ourselves
- Diversity in who we are and what we do
- Access to our programs and services that create opportunities for all to pursue their dreams
- Responsibility to those we serve by providing an education that inspires solutions to society's challenges
- Excellence in our academic and non-academic pursuits

LEADERSHIP

Edward Inch, President

Dr. Edward S. Inch is the 13th President of Minnesota State University, Mankato. He assumed the presidency July 1, 2021, and brought with him strategic leadership and an understanding of the importance of working in a collaborative, transparent and authentic manner to build a shared vision.

President Inch sees the University as playing an instrumental role in the lives of its students and region. Dr. Inch brings to Minnesota State Mankato 36 years of distinguished university leadership experience. Before coming to Mankato, Dr. Inch served as the Provost and Vice President for Academic Affairs at California State University, East Bay. Prior to Cal State East Bay, Dr. Inch served as the Dean of the College of Arts and Letters at California State University, Sacramento; Provost and Vice President for Academic Affairs at Capital University in Columbus, Ohio; and Dean of the School of Arts and Communication at Pacific Lutheran University in Tacoma, Washington. Dr. Inch began his academic career as a lecturer at Western Washington University before becoming an assistant professor in the Department of Communication and Theatre at Pacific Lutheran University.

In addition to his cabinet-level and dean work, Dr. Inch was an American Council on Education Fellow hosted by California State University, Sacramento. While at Pacific Lutheran University, he served as an accreditor for the Northwest Commission on Colleges and Universities. He also earned the Washington State Bar Association's certificate in Alternative Dispute Resolution and Norway's Nansen Academy's certificate in International Peacebuilding. He worked with the Academy's international initiatives and programs focused on mediation and conflict management in the Balkans.

Throughout his career, Dr. Inch's top priorities have been improving student outcomes and access, ensuring instructional capacity and proactive learning support services. Providing a strong, student-centered and inclusive learning environment is at the heart of these efforts. Dr. Inch has worked to enhance student/faculty research and creative projects, provide greater access to internships and service-learning projects, develop an innovation and entrepreneurship hub and restructure teaching loads to allow for more and better faculty scholarship.

David S. Hood, Provost and Senior Vice President for Academic Affairs

On July 1, 2022, David Hood began his tenure as Provost and Senior Vice President for Academic Affairs at Minnesota State University, Mankato. Dr. Hood was previously the associate provost for undergraduate education and founding dean, University College at Montclair State University, a position he held from August 2018 until June 30, 2022. During his career, Hood has focused on student learning and key performance indicators centered on student success outcomes. At Montclair State, Dr. Hood was successful in opening and launching the University College.

In addition, Dr. Hood oversaw the development of Montclair State's Advising 2025 Strategic Plan and was responsible for creating and implementing policies and initiatives that have contributed to undergraduate students' ability to successfully navigate university study and decrease their time to degree attainment.

Before his position at Montclair State, Hood served at North Carolina Central University, where he provided leadership for five years as associate Dean and nearly three years as Dean of University College. Additionally, Dr. Hood has held administrative and/or faculty appointments at Central Michigan University, Virginia Union University, Elizabeth City State University, Tennessee State University, and J.F. Drake Technical College.

ACADEMICS

Minnesota State University, Mankato offers over 130 undergraduate programs of study, including 13 pre-professional programs, and over 80 graduate programs, including master's, specialist, and doctoral programs. Some programs are also offered online or through various [University Extended Education](#) venues, including the facility at 7700 France in Edina and as well as through completion programs at our 2-year community college partner locations.

Excellence across the curriculum is a Minnesota State Mankato hallmark. Each of the University's academic colleges have achieved distinction, and students access comprehensive academic support services to excel in and out of the classroom. The University is comprised of six Colleges: [Allied Health and Nursing](#), [Business](#), [Education](#), [Humanities and Social Sciences](#), and [Science, Engineering & Technology](#).

A significant portion of Minnesota State Mankato's Academic Affairs also includes comprehensive support services for students, faculty, and staff including the federally funded TRIO Student Support Services program; the Kearney International Center; the Center for Excellence in Scholarship and Research; the Center for Excellence in Teaching and Learning; and the Strategic Partnerships Center.

GRADUATE STUDIES

Minnesota State Mankato is one of the largest providers of graduate education in the state. Our reasonable tuition, outstanding faculty, and nationally recognized academic programs make Minnesota State Mankato one of the best educational values in the country. Our programs provide students an applied learning environment with emphasis on real-world situations, the opportunity to conduct cutting-edge research in state-of-the-art facilities, and personal attention that is the hallmark of quality graduate education.

UNIVERSITY RESEARCH

Minnesota State Mankato faculty members are scholars on the leading edge of knowledge in their fields. They work together with undergraduate and graduate students in applying their knowledge to solve real-world problems. Faculty and students conduct research in state-of-the-art facilities, including a number of research centers. Faculty and students are also supported through the Undergraduate Research Center, [Research and Sponsored Programs](#), [Center for Excellence in Scholarship and Research](#), the [Institutional Review Board](#), and the Institutional Animal Care & Use. Faculty can apply for internal Faculty Research Grants and have opportunities for recognition for their research, scholarly and creative work.

ONLINE AND OFF-CAMPUS PROGRAMS

Minnesota State Mankato provides access to high-quality programs beyond traditional on-campus experiences to fit the needs of working professionals and busy adults who want to advance their careers, complete a degree, or build new skill sets. This includes delivery of off-campus, online education for 100 percent online bachelor's degree completion programs as well as undergraduate and graduate credits and continuing professional education units with the flexibility to learn anywhere. In addition to fully online programs, we have partnerships with our 2-year colleges to offer bachelor completion programs on site as well as at Mankato's Edina location.

The Edina facility, which is conveniently located within the Twin Cities area, is the University's most extensive off-campus location. The facility offers upper division undergraduate courses and graduate courses and programs.

Mankato's [Center for Workforce Professional Education](#) provides leadership-based programming, executive-level programs, workforce training, and opportunities to earn continuing education units (CEUs). Professional development subjects vary significantly to meet industry needs. Some examples include Human Resources, Leadership, Financial Planning, Manufacturing Technology, and Education. The Center for Workforce Professional Education also offers the Certified Financial Planner (CFP) program.

LIBRARY SERVICES

Library Services provides strong support to the University's programs with 35+ staff; a collection of more than 1.3 million volumes, including access to hundreds of electronic databases and journals; 750,000+ e-books; and well-equipped modern facilities with state-of-the-art technologies. The Library is a destination of choice and registers an average of 2,000+ daily visits during the academic semester.

Led by the Dean of the Library & Learning, the Library strives to be an innovative and creative resource to fulfill the vision of the library as a learning commons and epicenter for intellectual inquiry for a comprehensive university in the 21st century. Library & Learning encompasses several student support services using an equity-minded, collaborative and innovative strategy, including three federally supported [TRIO programs](#), the [Center for Academic Success](#), University [Honors](#) and [Fellowship](#) programs, [Learning Communities](#), [MavPASS](#) supplemental instruction services, and the [Undergraduate Research Center](#).

STUDENT LIFE

The Student Affairs and Enrollment Management division includes the Vice President for Student Affairs and Enrollment Management, Student Conduct, Security, Residential Life, Centennial Student Union, Health Services, Campus Recreation, Admissions, Office of New Student and Family Programs, Career Development, and the Counseling Center. The Student Affairs and Enrollment Management staff collaborate with Academic Affairs to prepare students for success in their chosen profession and to be contributing members of a diverse global society. Each student's needs and background are unique, and programs and services are designed to foster student learning and development and to enhance the educational experience. Nearly 40 percent of Mankato's undergraduates are first-generation college students, 26 percent are Pell-eligible, and 18 percent are students of color. International students make up more than 8 percent of the undergraduate student body and 10 percent of all graduate students.

The University's spirit is routinely charged by great art, entertainment, and the excitement of athletics. New and renovated housing, coupled with a diverse campus, facilitates students to share and learn from each other. Through Minnesota State Mankato's comprehensive academic support programs, students have the opportunity to participate in scholarly communities, over 200 student organizations, and the first-year seminar program.

INSTITUTIONAL DIVERSITY

Diversity, Equity, and Inclusion, led by the Vice President for Diversity, Equity & Inclusion and Chief Diversity Officer, actively promote a campus-wide cross-cultural understanding and appreciation of differences. The staff provides direct services to students and hosts enriching educational programs; cultural activities; and insightful conferences for area youth, students, faculty, and staff. Programs and resources within the University's Diversity, Equity, and Inclusion include the [Accessibility Resources](#); [Lesbian, Gay, Bisexual, Transgender \(LGBT\) Center](#); [Violence Awareness & Response Program](#); [Multicultural Center](#); [Women's Center](#); and [Bias Incident Support and Advisory \(BISA\) Team](#). Minnesota State Mankato takes pride in having the second-oldest campus LGBT center in the country.

Diversity, Equity, and Inclusion support a multicultural educational experience for students, faculty, staff, and the greater community by encouraging access, opportunity, and success. The centers provide resources to the campus community, including support services, meetings, educational and violence prevention programs, events, and publications. They provide relaxing, friendly spots for students looking for anything from job tips to a place to bring a sack lunch. They also maintain a peaceful and comfortable environment for students to achieve their goals.

THE COMMUNITY – MANKATO, MN

Mankato, Minnesota is located approximately 85 miles southwest of the Twin Cities of Minneapolis and St. Paul. The University sits atop 303 acres overlooking the Minnesota River Valley. Mankato's population is over 44,000 and the Greater Mankato area has a population of over 103,500. Minnesota State Mankato adds \$827 million annually to the Mankato economy (2023 Minnesota State system study.)

Mankato is a major regional center designated as a Metropolitan Statistical Area and has earned several livability awards, including: a top 10 spot for "best small college towns" by Schools.com; one of the "best small college towns in America" by College Values Online; and "best small places for businesses and careers" by Forbes. Education is central to the area's quality of life and economy, in that more students choose to pursue higher education in the Mankato area than any other community outside of the Twin Cities. The city of Mankato is renowned for rivers, lakes, ravines, bluffs, natural prairies, and forested areas that offer breathtaking landscapes with more than 50 miles of paved trails for all-season cycling, walking, and hiking.

The city of Mankato keeps its visitors and residents entertained year-round with plenty of exciting events and festivals. Almost all events are focused on celebrating the unique character of the Mankato area—including its history, climate, location and friendly atmosphere., including the International Festival, Mankato River Ramble, Mankato Marathon, History Fest, Mankato Annual Traditional Pow-Wow, MN Senior Games, Kiwanis Holiday Lights, the Speechless Film Festival, Thunder of Drums, City Art Walking Sculpture Tour, more than 20 concerts a year, and the annual Ribfest. To learn more about Mankato, please visit [Greater Mankato Growth](#) and [Visit Great Mankato](#).

THE ROLE OF THE ASSOCIATE PROVOST FOR RESEARCH AND DEAN OF GRADUATE STUDIES

Reporting to the Vice Provost, the Associate Provost for Research and Dean of Graduate Studies serves as the Chief Research Officer for the University. This position provides visionary and strategic leadership for research and graduate education across the Division of Academic Affairs and the broader university. This position provides leadership in the development, maintenance and growth of the University's research infrastructure and capacity and oversees all operations of the Office of Research and Sponsored Programs, the Center for Excellence in Scholarship and Research, the Office of Graduate Studies, the Institutional Review Board, and Institutional Animal Care and Use Committee. This position is responsible for advancing high quality and innovative graduate programs and services at both the master's and doctoral levels; cultivating an extensive array of partnerships and new initiatives; promoting graduate faculty leadership and development; increasing graduate student enrollment, learning, and achievement; and administration of budgets, facilities, and resources. Additionally, this position is responsible for federal and state compliance, professional standards of practice, policies and procedures, collective bargaining agreement implementation, recognitions and awards, related partnerships and exchanges, and resource development. The position works closely with academic deans, department chairs and faculty to create programs and research initiatives to meet the needs of a dynamic audience.

The Associate Provost for Research and Dean of Graduate Studies serves on the Council of Deans and President's Expanded Cabinet, chairs the graduate faculty and research committees, and acts in coordination with the System office to achieve divisional, university, and system strategic directions.

DUTIES AND RESPONSIBILITIES

Chief Academic Officer for Graduate Studies: Serve as the University's official representative to the Council of Graduate Schools (CGS) and other graduate and professional associations. Lead graduate program quality and services at both the master's and doctoral levels; cultivate an extensive array of partnerships and new initiatives; promote graduate faculty leadership and development; and increase graduate student enrollment, learning, and achievement.

Graduate Student Academic Engagement and Success: Provide leadership for the development and implementation of academic policies, procedures, practices, and programs designed to enhance the academic experience and achievement for all graduate students.

Chief Research Officer for the University: Serve as the University's official representative to federal and state agencies, commissions, and councils, with responsibility for compliance (e.g., Human Subjects/Institutional Review Board, Institutional Animal Care & Use, Responsible Conduct in Research, technology transfer, export control, etc.). Represent the University's research enterprise to industry and employer advisory boards, regional economic development groups; System task forces and committees; President's Expanded Cabinet and Council of Deans; University task forces, committees, sub-meets; students and alumni; etc. to achieve strategic direction and priorities of the Division, University, and System.

Strategic Leadership for the University's Research Enterprise and Creative Endeavors: Provide leadership to the Office of Research and Sponsored Projects, Center for Excellence in Scholarship and Research, Institutional Review Board, Institutional Animal Care & Use Committee, and multiple Centers, Institutes, and Labs on policy development and implementation, planning and administration, research communications and research support. Assist deans and faculty in their research goals and endeavors, encourage interdisciplinary activities across programs, foster student research involvement, and elevate the University's research productivity and rankings.

Human Resource Management for the Graduate Studies and Research Unit: Oversee a dedicated professional staff within the College of Graduate Studies and Research, developing leadership activities, supporting professional development and growth, and providing direction and guidance for future growth. Provide leadership and strong advocacy for deans, faculty, staff, and students on research, graduate education, and external funding. Serves as Administrative Chair (or representative) of the Graduate Curriculum and Policy (GCAP) and Research Sub Meet and Confer committees.

Resource Management and Development: Serve as chief finance and administration officer for the College of Graduate Studies and Research (includes planning, development, allocation, and administration of accounts, including general fund, student activity, grants, contracts, self-sustaining, and foundation accounts; and planning and administration of all facilities and equipment assigned to, utilized by, or purchased by the College; etc.).

Required Qualifications:

- Earned doctorate or other terminal degree
- Combination of higher education administration experience (with increasing levels of responsibility, at the level of department chair, program director, or higher), and faculty experience (commensurate with tenure and promotion to the rank of associate professor or professor in any discipline, with Graduate Faculty or Honors Faculty status), with a track record of successful experience and accomplishments in teaching excellence and innovation, research/scholarly/creative endeavors, and external funding.
- Evidence of leadership with faculty at both formal and informal levels in the areas of curriculum, graduate education and/or research, creative, and scholarly activity (e.g., chairing university committees, organization of faculty projects, curriculum development, policy development/implementation and student advising)
- Demonstrated ability to achieve compliance with international, federal, and state regulations and other requirements related to research and graduate education in a comprehensive university (e.g., Human Subjects/Institutional Review Board, Institutional Animal Care & Use, Responsible Conduct in Research, etc.)
- Demonstrated ability to promote and increase graduate student enrollment, learning, engagement, and success
- Demonstrated ability to strategically plan and manage resources (e.g. financial, personnel, facility, technology, etc.), to achieve strategic priorities
- Demonstrated commitment to fostering and advancing racial/social justice and equity in communities and engagements

- This position has been designated as weather and emergency essential. In the event of a University closure or emergency event, incumbent is required to respond as requested. Refer to Minnesota State Board Policy 4.4 Weather / Short Term Emergency Closings at <http://www.minnstate.edu/board/policy/404.html>

Preferred Qualifications:

- Successful completion of a system or national higher education leadership development program, such as those offered by the Minnesota State system, American Association for State Colleges & Universities (AACSB), American Council on Education (ACE), Berkeley Executive Leadership Program, HERS Institutes, or Harvard Institutes for Higher Education, among others
- Knowledge of, and commitment to, best practices in student engagement and success (retention, engagement, persistence and completion), graduate student enrollment, and adult learning
- Knowledge of emerging trends, challenges and opportunities, current standards, and effective practices graduate education and research
- Demonstrated ability to lead collaboratively and courageously, to find innovative approaches to solve problems and achieve ambitious goals
- Demonstrated ability to supervise, develop, and/or lead a cross-functional team
- Ability to work in a collective bargaining/shared governance environment and to interact effectively with a variety of on- and off-campus constituents
- Experience working in a public higher education university and state system
- Ability to engage in professional leadership and service, as a senior academic administrator, at the state, regional, national, and international levels to advance strategic directions
- Demonstrated commitment to fostering a diverse working and learning environment

All nominations and applications shall be confidential. For best consideration, submit your application at [Associate Provost for Research and Dean of Graduate Studies \(AA24185\)](#). The cover letter must contain a section responding to each of the topics found in the Duties and Responsibilities Section (Chief Academic Officer for Graduate Studies, Graduate Student Academic Engagement and Success, Chief Research Officer for the University, Strategic Leadership for the University's Research Enterprise and Creative Endeavors, Human Resource Management for the Graduate Studies and Research Unit, Resource Management and Development) and the required qualifications and preferred qualifications.

Minnesota State University, Mankato has a long-standing commitment to diversity and is actively seeking to nurture and enrich its underrepresented communities. Women, minorities, and individuals with disabilities are encouraged to apply. In accordance with USCIS regulations, successful applicants must be legally able to accept work in the United States.

Requests for reasonable accommodation of a disability during the application and/or interview process should be made to Human Resources, 507-389-2015 (V), 800-267-3529 or 711(MRS/TTY). This announcement is available in alternative format upon request.

Minnesota State University, Mankato is an affirmative action/equal opportunity university and is a member of the Minnesota State Colleges and Universities system.