

Carnegie Mellon University

Vice Provost of Education

Position Specification



About Carnegie Mellon University

A private, global research university, Carnegie Mellon stands among the world's most renowned educational institutions, and sets its own course.

In its 115 years, Carnegie Mellon has soared to national and international leadership in higher education and research. A birthplace of innovation since its founding, it continues to be known for innovation, for solving real-world problems and for interdisciplinary collaboration.

Its alumni can be found across the globe — from Tony Award winners to Nobel Prize and Turing Award winners, from CEOs to entrepreneurs, from professors to artists.

In the 2000s, in response to demand for expanded international educational opportunities, Carnegie Mellon began offering degree programs outside of Pittsburgh.

Today its global presence includes campuses in Qatar and Silicon Valley, Calif., more than a dozen degree-granting locations and more than 20 research partnerships such as Los Angeles; New York City; Washington, D.C.; Australia; China; Portugal and Rwanda.



Total Enrollment

- 7,447 undergraduates
- 7,031 master's students
- 2,175 doctoral students
- 126 non-degree students

Staff and Faculty

- 6,303 total employees
- 1,526 faculty
- 4,774 staff

Alumni Network

- 122,906 alumni

Physical Footprint

- 157.4-acre Pittsburgh campus
- 126 campus-owned buildings; two branch campuses

Budget and Endowment

- Operating revenue (FY23): \$1.59 billion
- Endowment (FY23): \$3.1 billion

Research and Influence

Known for its research prowess and economic impact, CMU is the home to over 100 research centers and institutes.

ECONOMIC IMPACT

- **Attracting major companies** — including Google, Intel, Uber and GE — to locate operations and create new jobs in Pittsburgh
- To date, the CMU community has **launched more than 400 startups** and **created more than 152 spinoff companies**.
- Contributing to the cultural and civic life of the city with **performances, exhibitions** and **research collaborations**



#1 SCHOOL OF COMPUTER SCIENCE
U.S. News & World Report, 2022



#1 TIME-BASED/NEW MEDIA
U.S. News & World Report, 2019



#1 MANAGEMENT INFORMATION SYSTEMS
U.S. News & World Report, 2022



#1 ARTIFICIAL INTELLIGENCE
U.S. News & World Report, 2022



#4 COLLEGE OF ENGINEERING
U.S. News & World Report, 2022



#1 SOFTWARE ENGINEERING
U.S. News & World Report, 2022



#19 AMONG U.S. UNIVERSITIES
Times Higher Education World University Ranking, 2023



#28 UNIVERSITY IN THE WORLD
Times Higher Education World University Ranking, 2023



49.8% OF COMPUTER SCIENCE'S FIRST-YEAR STUDENTS WERE WOMEN IN 2019
Nearly triple the national average



65 MEMBERS OF NAE²



20 MEMBERS OF NAS³



6 MEMBERS OF NAM⁴



58 TONY AWARDS



13 ACADEMY AWARDS



146 EMMY AWARDS



13 TURING AWARDS



20 NOBEL LAUREATES

¹ Won by alumni and current/former faculty

² National Academy of Engineering

³ National Academy of Sciences

⁴ National Academy of Medicine

Schools and Colleges



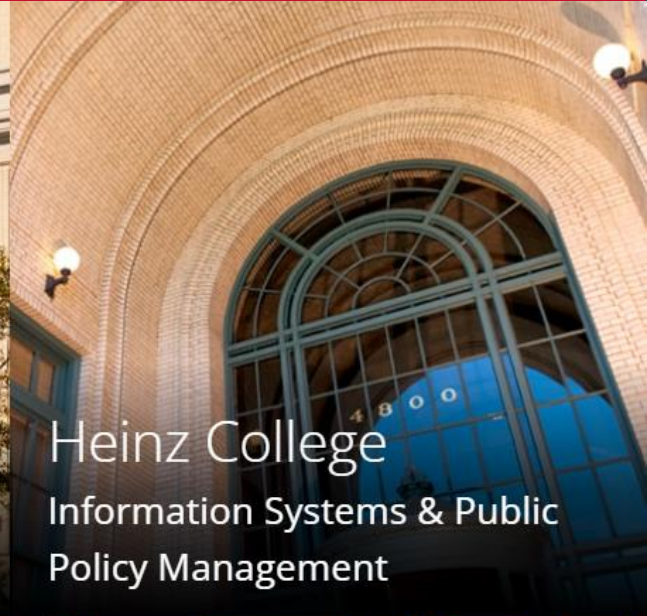
College of Engineering



College of Fine Arts



Dietrich College
Humanities and Social Sciences



Heinz College
Information Systems & Public
Policy Management



Mellon College of
Science



School of Computer
Science



Tepper School of
Business



**Carnegie
Mellon
University**

The Position

Position Title

Vice Provost of Education

Location

Pittsburgh, Pennsylvania

Reports To

Jim Garrett, Provost and Chief Academic Officer

Reporting Units

- [Office of Undergraduate Research and Scholar Development](#)
- [Leonard Gelfand Center for Service Learning and Outreach](#)

Position Summary

Carnegie Mellon University seeks a Vice Provost, Education (“VPE”). The VPE, reporting to the Provost, is a widely visible and important role at the University, focused on ensuring and elevating an excellent educational experience for all undergraduate and graduate CMU students. The VPE manages a broad portfolio that includes many of the critical components necessary to deliver a world-class education and ensure student success. The VPE also oversees several strategic initiatives that elevate and enhance CMU’s educational impact. Across all these responsibilities: the VPE shepherds the educational experience for which CMU is known, providing an institution-wide perspective that strengthens the University’s educational enterprise.

The next VPE will be an innovative and highly collaborative leader, working with the Provost, faculty, and other administrators across all the distinctive CMU schools, colleges, and administrative units. The VPE will be a forward-looking thought leader, viewed as a standard bearer of CMU’s approach to education and a key partner with the Provost in achieving CMU’s ambition to shape the future of education. Importantly, the VPE will be a ‘systems thinker’ adept at building bridges and influencing across a decentralized structure.

The Position: Core Responsibilities

Academic Policies and Procedures	Develop and implement educational policies and procedures that align with the institution's mission, values, and strategic priorities. This includes student academic conduct and academic integrity. Advocate for CMU's Framework for Inclusive Excellence. Serves as ex officio leader to chair committees on academic policies and procedures. Chairs groups relevant to new academic programs, intercollege degree programs, and the University education committee.
Student Experience and Success	Collaborate with division of student affairs, academic student success center, enrollment management, and other administrative units to enhance the overall student experience, including programming related to new student orientation, the first-year experience, experiential learning, and graduation. Ensure sufficient resources are devoted to helping all students succeed in their learning journey no matter their circumstances, including advising, tutoring, and mentoring programs, collaborating with the Associate Vice Provost for Student Success and Strategic Initiatives.
Curriculum Coordination and Oversight	Work closely with deans, department heads, and faculty to ensure that education curricula are rigorous, relevant, and in line with the university's goals and expectations as well as accreditation standards. Collaborating with Enrollment Management, ensure course availability is adequate to meet learning needs.
High Impact Practices	Manage high-impact programs, including: <ul style="list-style-type: none">• Research and Scholarship: promote research opportunities for students and ensure that they can participate in social sciences and humanities research, creative inquiry, and laboratory experiences that are a hallmark of research universities. Oversees undergraduate research opportunities via the Office of Undergraduate Research and Scholar Development.• Service Learning: oversee the Leonard Gelfand Center for Service Learning and Outreach, collaborating with the Director of Civic Engagement in the Office of Student Leadership, Involvement, and Civic Engagement (SLICE)• Integrative Learning: oversees University Lecture Series• Competitive Scholarships and Fellowships: provides high-level oversight of national and international fellowships and scholarships; reviews and signs endorsements of students for these programs as applicable; serves on endorsement committees as applicable
Assessment and Accreditation	Oversee the assessment of academic programs and ensure they meet accreditation standards, including gathering and analyzing data on student engagement, participation in high impact practices, outcomes, graduation rates, and other relevant metrics. Interface with Vice Provost for Institutional Effectiveness and Planning and Accreditation Liaison Officer.

The Person: Pivotal Experience & Expertise

Pivotal Experience & Expertise: Criteria Used to Evaluate Candidates

EDUCATION INNOVATION & INTERDISCIPLINARY LEADERSHIP

In-depth knowledge of and experience around issues of education policy, innovation, and student success. Experience in interdisciplinary programs, projects, or initiatives strongly preferred.

STAKEHOLDER ENGAGEMENT & INFLUENCING

Demonstrated ability to work across campus and build bridges with students, faculty, staff, and the community to foster meaningful engagement in academic policy, curriculum, and high-impact practices. Ability to bring stakeholders together to effectively drive progress in the pursuit of campus-wide goals

STRATEGY & VISION

Demonstrated executive leadership skills, including vision, execution, strategic planning, and systems thinking. Ability to envision and implement major pursuits in collaboration with other stakeholders to support campus-wide success.

The Person: Culture Impact

Culture Impact: Traits the Vice Provost Will Model

COLLABORATIVE

Collaborative and communicative, with a high level of transparency and the ability to convey goals and strategies to a range of audiences. Able to influence across CMU's decentralized structure. Focused on improving outcomes for the entire campus community.

FORWARD-LOOKING

A thought leader; abreast of trends and issues in higher education, policy, and evolving student needs.

STUDENT-FOCUSED

A tireless advocate for student success and educational innovation.

Engagement Team

Expressions of interest or nominations can be sent to: CMUEducationProvost@heidrick.com

Jackie Zavitz

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Email: jpenafiel@heidrick.com

EEO Statement: Carnegie Mellon University is committed to Equal Employment Opportunity and Affirmative Action (EEO/AA). The university bases its employment decisions on the principle of equal employment opportunity. All personnel actions including, but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer, layoff, return from layoff, education tuition assistance and social and recreational programs are administered in accordance with the university's commitment to non-discrimination.

Further, the university takes affirmative action to attract qualified candidates for employment who are minority, female, individuals with disabilities, disabled veterans and veterans of the Vietnam Era; ensures that bona fide job-related and valid requirements are used to evaluate employees for promotion and applicants for employment; and complies with applicable federal, state and local laws, statutes, orders and regulations prohibiting discrimination on the basis of race, color, religion, gender, age, national or ethnic origin, gender identity, sexual orientation, veteran status or non-job-related disability.

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