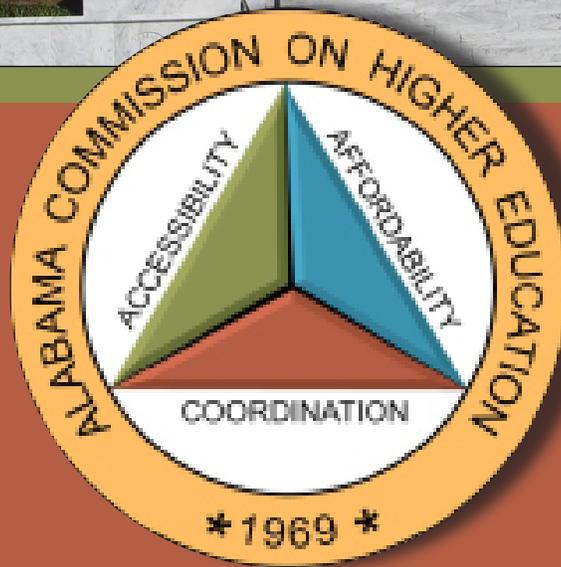




Alabama State Capitol



Announcing a National Search for the
Executive Director

Executive Director Search



The Alabama Commission on Higher Education, the coordinating board for higher education in the State of Alabama, seeks a visionary and experienced senior administrator, who will provide exceptional leadership as the **Executive Director**. Reporting to a 12-member Board of Commissioners, the Executive Director serves as the chief executive officer in the management of the agency's administrative, personnel, and financial affairs.

The Opportunity

The Alabama Commission on Higher Education (ACHE) is the state agency responsible for the planning and coordination of higher education for the state. Purposed to provide Alabama citizens with reasonable access to quality higher education, the Commission endeavors to ensure informed decision making and policy formulation that will enhance stewardship of resources in meeting the needs of students and advance the missions of institutions.

The vision of the agency is "to maximize the quality of life and economic earning potential of all citizens by providing access to highly diversified, affordable postsecondary educational opportunities."

The Commission is responsible for

- approving new units of instruction, including new institutions, mergers, branch campuses, colleges, schools, divisions, and departments
- approving new academic programs
- approving off-campus instruction
- facilitating planning for higher education, which includes developing a statewide plan
- reviewing and making recommendations concerning existing programs
- preparing and presenting a Consolidated Budget Recommendation to the Governor and the Legislature
- collecting and compiling information concerning higher education in the State
- administering student assistance programs
- conducting studies on higher education issues and making recommendations to the institutions, the Legislature, and the Governor concerning its findings
- providing a state-level framework for institutions to respond

cooperatively and individually to the needs of the citizens of the State

- reviewing institutional facilities master plans and reporting findings to trustees and the Legislature
- maintaining an electronic student unit record system to provide information on student progress
- serving as the state portal for Alabama's participation in the National Council for State Authorization Reciprocity Agreements (SARA)

In FY 2016-17, ACHE's budget is comprised of 23 separate funds totaling approximately \$26 million. As for sources of revenue, approximately 91 percent of the Commission's funds come from the state's Education Trust Fund, 7 percent from the federal government, and 2 percent from local funds. Approximately 83 percent of the Commission's budget will be directed toward grants and benefits. The operations and maintenance portion of the budget represents approximately 17 percent of the total funds available.

ACHE has 27 full-time, including the Executive Director, and 3 part-time employees. The Executive Director is appointed by the Commission and confirmed by the full State Senate. ACHE is not a State of Alabama Merit System agency. Employees are classified as "at will employees," who serve at the pleasure of the Executive Director.

Additional information is available at: www.ache.alabama.gov

The Executive Director

Executive Director represents Alabama as the state's higher education executive officer (SHEEO) and is responsible for all higher education data reporting activities to

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state, federal, and other educational entities. In this role, the Executive Director plans, develops, and recommends policies, statutes, regulations, objectives, projects, and programs for the Commission in accordance with enabling legislation and directives from the Commission or other authorizations.

The Executive Director also

- coordinates Commission activities on long-range planning
- supervises the review of proposals for new academic

programs, existing and proposed off-campus courses, and existing academic programs at postsecondary educational institutions according to Commission guidelines and enabling legislation

- supervises the programmatic review of private institutions operating as foreign corporations in Alabama in accord with the regulatory authority assigned to the Commission by statute
- coordinates the participation

of the State of Alabama in any national or regional reciprocity agreements

- supervises the review of budget requests from all postsecondary governing boards and the development of a consolidated appropriations recommendation for all postsecondary education
- reviews long- and short-range financial analyses, e.g., budget recommendations and appropriations bills to determine progress and status in obtaining objectives and revises objectives and plans in accordance with current conditions
- supervises the establishment and maintenance of the state college and university student data information system
- supervises the administration of the various student assistance programs
- presents briefings, reports, and recommendations to the Commission
- is responsible for all communications with the Alabama Legislature, the Office of the Governor, institutional representatives and governing boards, business, media, civic, and other public entities on matters affecting higher education
- develops and maintains working

THE ALABAMA COMMISSION ON HIGHER EDUCATION

MISSION STATEMENT

The Alabama Commission on Higher Education, a statewide 12-member lay board appointed by the Governor, Lieutenant Governor, and Speaker of the House and confirmed by the Senate, is the state agency responsible for the overall statewide planning and coordination of higher education in Alabama, the administration of various student aid programs, and the performance of designated regulatory functions. The Commission seeks to provide reasonable access to quality collegiate and university education for the citizens of Alabama. In meeting this commitment, the Commission facilitates informed decision making and policy formulation regarding wise stewardship of resources in response to the needs of students and the goals of institutions. The agency also provides a state-level framework for institutions to respond cooperatively and individually to the needs of the citizens of the State.

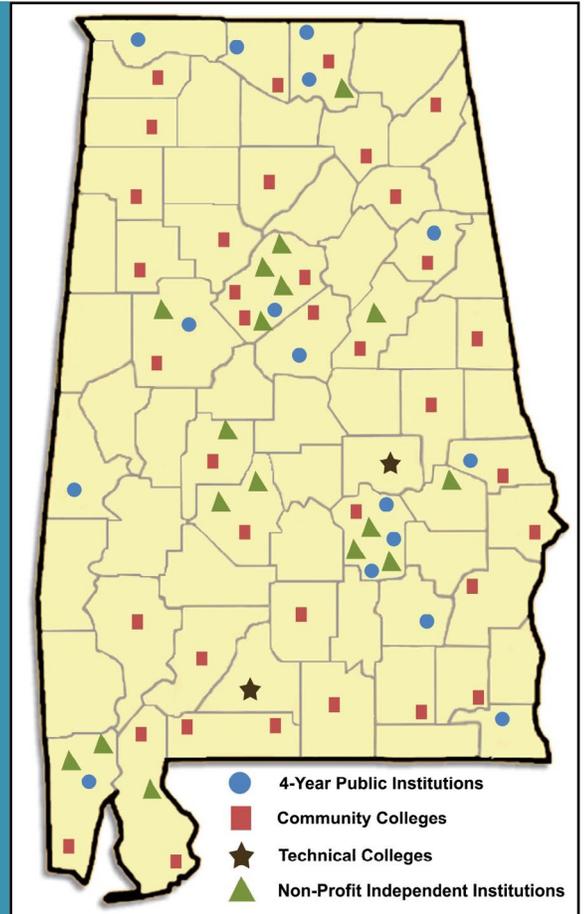
State of Alabama Institutions of Higher Education

There are 14 public senior higher education institutions, operating under 11 separate boards of trustees . Within the system there are:

- 2 Schools of Medicine (University of Alabama at Birmingham and the University of Southern Alabama)
- 1 School of Optometry (University of Alabama at Birmingham)
- 1 School of Pharmacy (Auburn University – with an extension center at he University of Southern Alabama)
- 1 School of Veterinary Medicine (Auburn University)
- 1 School of Law (University of Alabama)
- 1 School of Dentistry (University of Alabama at Birmingham)
- 2 public land grant universities (Alabama A&M University and Auburn University)
- 5 constitutionally created institutions
- 9 statutorily created constitutions

There are 26 public two-year colleges, operating under a single board of trustees. Currently there are:

- 23 Community Colleges
- 2 Technical Colleges
- 1 Military College (Marion Military Academy)



Note: ACHE was created by statute in 1969. The Alabama Supreme Court concluded in Opinion No. 299, 417 So. 2d 946 (Ala. 1982), that the legislature has no authority by act to regulate constitutional entities. Thus, the University of Alabama System (3 universities) and the Auburn University System (2 universities) are not required to obtain approvals from ACHE; however, historically they have submitted items for approval and have complied with ACHE decisions.

relationships with state, regional, and national organizations, institutions, agencies of higher education, advisory councils, government agencies, and professional organizations to maintain effective working relationships and presents the role/position of the Commission in areas pertinent to its responsibilities

- conducts all administrative functions associated with the management and supervision of staff, including the review and update of position descriptions and the conduct of personnel evaluations to document the performance of employees and to discuss strengths and areas of needed improvement

Qualifications

A doctoral degree from a regionally accredited institution of higher education is required. Candidates should have a minimum of 10 years of experience in a higher education administrative leadership role within a college, university, or state system.

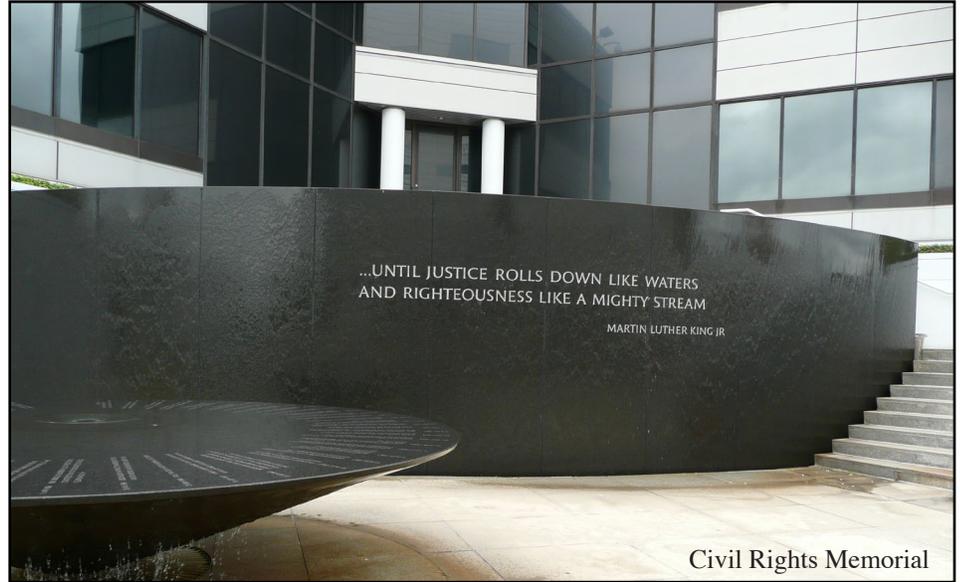
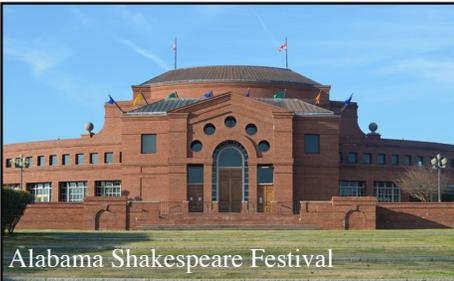
The Executive Director also will

- exhibit the required level of knowledge and/or skills to perform the responsibilities of the position, including the use of established procedures and techniques
- meet acceptable standards of accuracy, neatness, efficiency, effectiveness, and thoroughness as established by the agency

- perform work in a productive and timely manner in order to meet work schedules and any other designated deadlines as determined by the Commission



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- display a positive, cooperative attitude toward work assignments and requirements, including compliance with established work rules and organizational policies as outlined in the Commission's *Personnel Procedures Manual*
- express ideas clearly, both orally and in writing; listen well; and respond appropriately
- monitor projects and exercise follow-through, adhere to established time frames
- adjust to any change in duties, procedures or work environment, including being receptive to new ideas and approaches to work and responding appropriately to constructive criticism and to suggestions for work improvement
- exercise good judgment by: effectively analyzing problems logically, determining and presenting appropriate options for solutions, and by taking timely and decisive action within established parameters set by the Commission
- ability to understand and function within a highly charged political environment
- demonstrate effective supervisory abilities by gaining respect and

cooperation from subordinates, motivating subordinates, and directing work groups toward meeting goals

- demonstrate the ability to direct others in accomplishing work, effectively engage staff for assignments, clearly define assignments, and effectively oversee the work of subordinates
- effectively plan and organize work for subordinates, including anticipating future needs
- successfully perform day-to-day administrative tasks, manage

time, administer policies and implement procedures, maintain appropriate contact with the Commission, and effectively utilize staff and equipment

- provide guidance and opportunities to their staff for their development and advancement within budgetary constraints, resolve work-related employee problems, and assist subordinates in accomplishing their work-related objectives
- communicate with subordinates in a clear, concise, accurate, and



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timely manner and make useful suggestions

- maintain residence within 50 miles of the city limits of the City of Montgomery

Montgomery, Alabama

The Alabama Commission on Higher Education is located in downtown Montgomery, the state capital. This award-winning city, situated on the banks of Alabama River, has more than 205,000 residents.

Montgomery has played prominent roles in history. When representatives from the Southern states formed the Confederate States of America, Montgomery was named the first capital of the nation, and Jefferson Davis was inaugurated as president on the steps of Alabama's State Capitol.

During the height of the modern Civil Rights Movement, the city was the site of major events that advanced the movement, including the Montgomery Bus Boycott, the Freedom Riders, and the Selma to Montgomery March.

Today, Montgomery is a diverse and progressive city that offers hospitality with a vibrant flair. The city is home to several public and private colleges and universities, Maxwell-Gunter Air Force Base, and high-tech manufacturing.

The area provides excellent outdoor recreational activities, including hunting, fishing, boating, hiking, sports, and city parks. The city is part of the Robert Trent Jones Golf Trail of championship-caliber golf courses across Alabama. The mild winter temperatures allow year around outdoor recreation.

The city has numerous cultural, performing arts, historical, and entertainment attractions. Home to the Alabama Shakespeare



Festival, a highly respected regional theatre, Montgomery has an excellent Museum of Art, Symphony Orchestra, and Zoo.

The quality of life is high. The area provides extensive healthcare options, and some of the public magnet schools are nationally ranked.

Application and Nomination Process

Confidential inquiries are welcomed and **nominations** are invited.

1. To Apply - Application packets must include:

- A letter of interest
- Current curriculum vitae or resume
- At least five references with full contact information. References will not be contacted without consent from applicants.
- Your answers to the questions at www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf

2. Submit applications to ACHE@myersmcrac.com

Submit nominations to ACHE-nominate@myersmcrac.com

Nominations should include full contact information for the individual being nominated.

Review of materials begins immediately. For best consideration, application materials should be received by **January 16, 2017**.

Alan Medders, President, and **Kenny Daugherty**, Executive Vice President, of **Myers McRae Executive Search and Consulting**, are assisting the Alabama Commission of Higher Education with this search.



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The Alabama Commission on Higher Education provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, the Commission complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.