

UNIVERSITY OF
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

UNIVERSITY OF NEW ENGLAND

Associate Provost for Academic Affairs

POSITION	Associate Provost for Academic Affairs
ORGANIZATION	University of New England
LOCATION	Biddeford/Portland, Maine
COMPENSATION	The University of New England offers an attractive compensation and benefits package, commensurate with the successful candidate's background and experience.
REPORTING RELATIONSHIP	Associate Provost for Academic Affairs reports to the Provost and Senior Vice President for Academic Affairs. Associate Provost supervises the Director for Assessment, Director for Undergraduate Studies, and Director for Graduate Studies.
WEBSITE	www.une.edu



THE OPPORTUNITY

The Associate Provost for Academic Affairs provides senior leadership for academic quality, curriculum, and academic policy. Reporting to the Provost, the Associate Provost partners with College Deans, Faculty Assembly Leadership, and administrative leaders and works in close coordination with the Assistant Provost for Academic Operations and University Registrar, Associate Provost for Student Success, and Institutional Research, Library, and Academic Support units to advance institutional priorities, ensure continuous improvement, and support student success across undergraduate and graduate programs.



KEY RESPONSIBILITIES

Academic Leadership and Coordination

- Supports the Provost in the overall leadership and management of academic programs and academic operations
- Coordinates cross-college academic initiatives to promote consistency, quality, and alignment with institutional strategy through data-informed decision-making
- Serves as a key advisor to the Provost on academic policy, curriculum trends, and program quality

Curriculum and Academic Policy

- Provides academic leadership for curriculum development and review, ensuring alignment with academic quality standards, institutional priorities, and strategic goals
- Provides management for the full life cycle of academic programs, from new programs through revisions and program closures
- Collaborates with the Assistant Provost of Operations and University Registrar to support efficient, transparent, and well-coordinated processes for new and revised program proposals, curriculum changes, and governance routing
- Leads the development, revision, and implementation of academic policies and procedures in collaboration with academic leadership
- Promotes transparent, timely, and well-documented decision-making related to academic standards



Assessment and Continuous Improvement

- Provides leadership for institutional and programmatic assessment efforts, including learning outcomes assessment and academic program review
- Partners with units responsible for regional and specialized accreditation to support evidence gathering, reporting, and follow-through on recommendations
- Uses data-informed practices to improve academic quality and student outcomes

Academic Strategic Planning and Innovation

- Contributes to academic strategic planning, including academic portfolio planning, program viability reviews, and growth opportunities
- Fosters innovation in teaching and learning, program delivery models, and academic support structures
- Identifies barriers to academic effectiveness and leads solutions in partnership with stakeholders

Stakeholder Engagement and Communication

- Serves as a liaison between the Provost's Office and campus stakeholders, fostering an inclusive and collaborative academic environment
- Builds strong working relationships with faculty, professional staff, and student-facing units to improve academic processes and services
- Represents the Provost's Office on University committees and task forces as assigned



QUALIFICATIONS

Required Qualifications

- Earned doctorate (Ph.D./Ed.D.) in a discipline represented at the institution
- Minimum of five years of progressively responsible leadership in higher education (e.g., department chair, program director, associate dean, dean, or equivalent)
- Demonstrated experience with academic policy, curriculum processes, and shared governance
- Evidence of effective leadership, collaboration across units, and strong communication skills
- A proven track record of scholarly achievement

Preferred Qualifications

- Experience at a comprehensive university with both undergraduate and graduate programs
- Experience with assessment systems and academic program review
- Demonstrated commitment to academic excellence and student success initiatives
- Experience leading cross-functional projects and change management

Knowledge, Skills, and Abilities

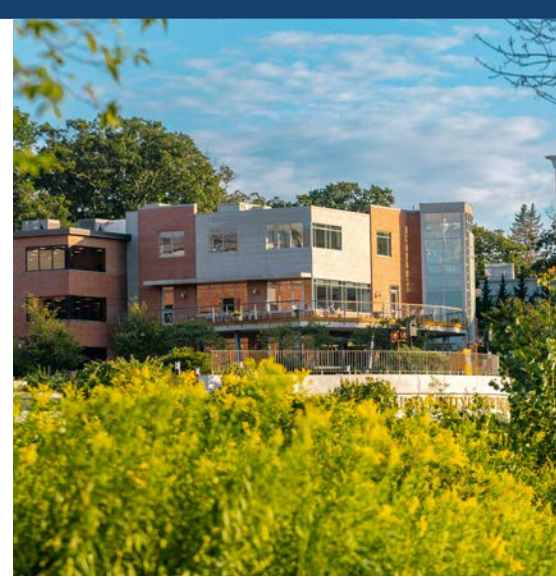
- Deep understanding of academic administration and faculty governance practices
- Ability to interpret and apply policy; strong judgment and discretion with sensitive matters
- Strong organizational, project management, and facilitation skills
- Ability to lead through influence and build consensus among diverse stakeholders
- Comfort working with data to support planning, assessment, and decision-making



ABOUT THE OFFICE OF THE PROVOST

The Office of the Provost provides academic leadership for the University of New England, overseeing UNE's full portfolio of educational, research and innovation programs, clinical services, and student success efforts. The Provost serves as UNE's Senior Vice President for Academic Affairs, working in close partnership with college deans, faculty governance, and institutional leadership to advance academic excellence, foster a culture of belonging, and ensure the quality and integrity of the University's educational, clinical, research, and scholarship missions.

The Provost's Office leads University-wide academic assessment and program review processes that support UNE's accreditation standing and commitment to continuous improvement. It oversees all seven colleges as well as a robust network of Centers and Institutes. Additional units reporting to the Provost include Athletics, the Office of Student Success, the Office of Research and Innovation, the Office of Global Affairs, the Office of Faculty Affairs, the Office of Interprofessional Education, the Libraries and Art Galleries, and the Registrar's Office.



BACKGROUND INFORMATION

About the University of New England

With roots dating to 1831, the University has evolved to become the largest independent university in Maine and one of the fastest-growing private universities in the Northeast. UNE has established itself as a leading comprehensive university with particular strengths in the health sciences and marine sciences and a wide range of academic programs offered both onsite and online to just over 11,000 undergraduate, graduate, and professional students. UNE is guided by the core values of student-centeredness, community and belonging, relentless inquiry, interdisciplinary collaboration, learning everywhere, progressive change, and stewardship of our planet.

UNE's more than 70 undergraduate, graduate, professional, and online degree programs are offered through seven colleges: the College of Arts and Sciences, College of Business, College of Dental Medicine, Westbrook College of Health Professions, College of Osteopathic Medicine, College of Professional Studies, and Honors College. UNE is home to Maine's only medical school and only physician assistant program and to northern New England's only dental school. UNE's robust research agenda garners more NIH funding in biomedical research than any other college or university in Maine. UNE is located on two beautiful campuses in Maine — the coastal Biddeford Campus and suburban Portland Campus for the Health Sciences — and also has a unique study-abroad campus in Tangier, Morocco. UNE is regionally accredited by the New England Commission on Higher Education.

During a tumultuous time for higher education, UNE has bucked the trends, emerging from a global pandemic with robust enrollment numbers, a bold plan to move its medical college from Biddeford to Portland, and a host of new academic programs and student support initiatives designed to meet the workplace needs of an ever-changing economy. While many other institutions were content to merely keep their doors open during the pandemic, UNE's dedicated faculty and professional staff were determined to seize every opportunity during a time of much change and realignment for the industry. And, guided by the recently refreshed *Our World, Our Future* strategic plan, UNE has done just that. As a result, the University's credit rating was upgraded in 2023 to A2 from Moody's Investor Services and A+ (with positive outlook) from Fitch Ratings.



UNE emphasizes welcoming, belonging, and meeting the needs of first-generation students while consciously immersing students in an environment that prioritizes viewpoint diversity. Indeed, one of UNE's distinguishing characteristics is its commitment to fostering a robust marketplace of ideas so that students may develop the respect for opposing viewpoints and intellectual curiosity needed to be productive participants in our increasingly polarized society. The University invites guest speakers to campus whose ideas span various ideological spectra and, through an array of interrelated programs, exposes students to multiple views on important topics, both inside and outside the classroom.

Perennially included on "best colleges" lists by *U.S. News & World Report*, *The Princeton Review*, *Forbes*, and others, UNE prides itself on its excellent student outcomes. It has recently been ranked first in Maine for value added by *Brookings* and first in Maine for job placement by *Zippia*. Meanwhile, UNE students enjoy an exceptionally low student-loan-default-rate of just 0.6% compared to 2.3% nationally. UNE's clinical programs also boast exceptional board pass rates, while the aspiring doctors in UNE's College of Osteopathic Medicine earn a residency choice match rate that is among the 10 best in the country. For more information about these and other accolades, visit www.une.edu/about/glance.

UNE is a great place to work. The University boasts both a tight-knit community and access to a wide array of degree programs, research opportunities, and cultural events. UNE offers a generous, comprehensive benefits package to eligible employees and their dependents. The package includes varied health and dental plans; a retirement plan that includes up to an 8% match; extensive paid leave, including holidays, vacation, sick, and personal time; and educational benefits for both employees and dependent children. Please visit the Human Resources Benefits site – www.une.edu/hr/benefits – for additional information regarding UNE's fantastic benefits package.



About UNE President James D. Herbert

James D. Herbert is the sixth president of the University of New England, serving since July 2017.

Under President Herbert's leadership, UNE has redoubled its commitment to collaborative, team-based clinical education; launched a slate of new undergraduate and graduate academic programs (both on-campus and online); expanded marine and health professions programs; and launched a business college.

During his tenure as president, UNE has also reorganized student support services to be more student-centric and expanded physical facilities on the Biddeford and Portland campuses, including new athletic facilities and a new home for Maine's only medical school. He has expanded UNE's connections with the regional business community and was recognized as a 2025 Business Leader of the Year by *Mainebiz*.

President Herbert has helped UNE to greatly improve its financial footing, as reflected by significant credit upgrades and the growth of the University's endowment. He has also significantly increased fundraising, including securing the largest gift in the University's history. These achievements are reflected in UNE's strategic plan, *Our World, Our Future*, which President Herbert implemented in 2018 and renewed in 2023.

As a champion of the academy as the ultimate marketplace of ideas, President Herbert founded a number of programs to encourage viewpoint diversity and civil, robust discourse on campus, including "The President's Forum," a moderated discussion series that facilitates discussion of timely topics to promote a deeper understanding of critical issues facing society.

Herbert arrived at UNE via Drexel University in Philadelphia, where he held several senior administrative positions, including interim provost and executive vice provost and dean of the Graduate College. He completed his undergraduate studies at the University of Texas at Austin and his M.A. and Ph.D. in clinical psychology from the University of North Carolina at Greensboro. His research interests include cognitive behavior therapy – including newer mindfulness and psychological acceptance-based models of behavior therapy, anxiety, mood, and eating disorders, remote internet-based treatment, and the promotion of evidence-based practice in mental health. He resides on UNE's Biddeford Campus with his wife, Lynn Brandsma, Ph.D., both of whom are highly engaged in campus life.



About UNE Provost Gwendolyn Mahon

Provost Mahon joined UNE in October 2022 with immense leadership experience over a 24-year span at Rutgers University, where she served in multiple roles, including dean of the Rutgers School of Health Professions (SHP), dean for Research at Rutgers New Jersey Medical School (NJMS), director of the Office of Research and Sponsored Programs, and director of Cancer Research at the NCI-designated Cancer Institute of New Jersey in Newark.

With a master's degree in medical genetics from the University of British Columbia and a doctorate in biomedical science from Rutgers School of Graduate Studies, Mahon is an accomplished scholar. Her research has made important contributions to the field of molecular oncology, and she received the Cancer Institute of New Jersey's Gallo Award for Outstanding Research five times. Her experience in strategic research leadership and management includes overseeing a large research enterprise at NJMS that included six core facilities and a portfolio of \$90 million in extramural funding. Over her career, she has developed and secured highly competitive NIH grant awards for novel pre- and post-doc graduate research training programs and summer research exposure experiences for undergraduate and professional students, as well as construction, shared research core facilities, and instrumentation grants.

Mahon served on the faculty for the Rutgers Center for Organizational Leadership, where she taught crisis communication and change management in the academic leadership program. She was the 2020 recipient of the Outstanding Leadership Award from the New Jersey Psychiatric Rehabilitation Association for her consistent community-wide communication efforts and her championing of mental health and wellness programming for faculty, professional staff, and students at Rutgers Biomedical and Health Sciences during the COVID pandemic.

Since joining UNE as provost, Mahon has led the development of its College of Business, Honors College, and 15 new academic programs. She re-envisioned academic programming on the Tangier Campus and recruited 12 senior academic leaders. Most recently, she launched UNE's Institute of Public and Planetary Health, which serves as an innovation hub where UNE's strengths in environmental science, sustainability, and public health can be leveraged to support UNE's mission of healthy people, healthy communities, and a healthy planet. As a first-generation college graduate, Mahon is passionate about helping others access the opportunities that higher education has provided her and has a keen understanding of the importance of a student-centered philosophy and a community-engaged approach in higher education.



About Life in Maine

The University of New England is located on two beautiful campuses in Maine – an oceanfront coastal campus in Biddeford and a vibrant health sciences campus in Portland, a city of great appeal and historic significance. With breathtaking scenery, a rich cultural environment, world-class dining, low crime rates, and classic New England charm, southern Maine provides an unparalleled quality of life. The quality of life is exemplified by safe towns and cities, top school systems, and a variety of highly accessible outdoor activities, from beaches to mountains. Whether one enjoys local shopping in Portland’s Old Port, sampling unique breweries and distilleries in Biddeford, strolling the harbor-side trail on the Eastern Promenade, or hiking, sailing, skiing, or the arts, the area offers something for everyone. The Greater Portland region combines city living with small-town charm, frequently cited as one of the best cities in America to live and work.



NOMINATIONS AND APPLICATIONS

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The University prohibits and will not tolerate discrimination in employment, the provision of academic services, or in any other area of University life based on race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity and/or expression, ethnicity, genetic information, HIV status, or status as a veteran. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, volunteers, or participants in and/or users of institutional programs, services, and activities.

HOW TO APPLY

[University of New England Career Opportunities](#) | [Associate Provost for Academic Affairs](#)



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