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PROFESSIONAL OBJECTIVE:

To utilize my expertise on a college or university campus in a challenging senior level position in Academic Affairs

Professional Attributes:

- *Creative problem solver, skilled negotiator, and team consensus building skills*
- *Collaborative leadership style that promotes trust and mutual respect to establish effective working relationships*

Results Oriented:

- *Fewer numbers of students experience problems when transferring*
- *Less program duplication among institutions and governing boards*
- *Fewer low producing programs in the academic program inventory*
- *Reduced demands for new academic programs*

Innovative Problem Solver and Effective Communicator:

- *Proven ability to work collaboratively with systems and campuses to implement legislative mandates*
- *Selected as president of a statewide organization, planned a statewide conference and increased membership by 30 percent*
- *Successfully collaborated with governing systems to design and implement statewide articulation*
- *Standardized the process for reviewing and monitoring academic programs statewide*

Disciplined Senior Manager:

- *Proven record of success resulting in revised academic policies and guidelines*
- *Achieved consecutive-year funding for grants and contracts*

-----**EDUCATION**-----

Florida State University, Ph.D., Higher Education Administration, Tallahassee, Florida

Ohio State University, Advanced Studies, Guidance and Counseling, Columbus, Ohio

University of Tennessee Knoxville, M.S., Student Personnel Administration

St. Augustine's College, B.A., Sociology/Social Welfare, Raleigh, North Carolina

Memphis State University, Sociology (56 semester hours), Memphis, Tennessee

-----**PROFESSIONAL EXPERIENCE**-----

Assistant Vice President of Academic Affairs and Director, University of Central Florida, Daytona Beach Regional Campus, Daytona Beach, April 2007 - Present

Serve as the chief academic officer and director for the university in Volusia and Flagler counties, responsible for integrating appropriate university assets and academic programming into a successful learning environment based on the distinctive needs of the community.

Associate Executive Director for Academic Affairs: *Tennessee Higher Education Commission. Nashville, Tennessee, August – 1996 – April 2007*

Integral member of the team of Senior Staff, as Chief Academic Officer providing statewide leadership to develop, coordinate and monitor academic planning, administer and evaluate statewide articulation and quality initiatives. Provide staff analysis of legislation, coordinate and manage budget of academic unit and federal and state grant programs, represent the state in regional program initiatives as liaison for the Southern Regional Education Board, facilitate research initiatives and data collection. Review and recommend approval of new academic programs, monitor the academic program inventory for duplication and low productivity and collaborate with governing boards, colleges and universities to implement statewide initiatives.

Specific accomplishments:

- Negotiated with governing boards to establish a general education core to initiate statewide articulation
- Provided interpretation of Tennessee policies and guidelines to facilitate the merger of a community college with a technical institute
- Provided leadership to negotiate with governing boards to revise policies to improve the process of reviewing and approving new academic programs
- Conduct reviews of low-producing programs that resulted in the termination and/or consolidation of programs
- Provide leadership in conflict resolution to avoid academic program duplication between two governing boards
- Collaborate with Chief Academic Officers with two systems to facilitate strategic planning, performance funding, program approval and review.
- Identify external consultants to conduct campus visits to review proposals for new academic programs and assess the quality and viability to make recommendations for approval to the Commission
- Provide assistance to the Executive Director with preparations for Legislative Hearings
- Consult with institutions during regional accreditation cycles (Southern Association of Colleges and Schools).

Staff Director, *Committee on Higher Education, House of Representatives. Tallahassee, Florida, January 1995 – August 1996*

Worked with the committee chair to direct the administrative responsibilities of the House Higher Education Committee and Sub-committees. This consisted of drafting and tracking legislation through the committee and appropriations process, developing the committee agenda, preparing briefing documents and white papers for legislators, and analyzing data. Collaborated with governmental relations staff for universities and community colleges, central board staff, and legislative members to analyze substantive legislation. Supervised legislative analysts and interns,

drafted speeches, answered constituent correspondence, and coordinated campus site visits and public hearings.

Assistant Dean: *Vanderbilt University, The Graduate School. Nashville, Tennessee, September 1992 – January 1995*

Directed activities related to graduate admissions and recruitment. Managed fellowship and grant programs for students, planned national conference for graduate fellows, facilitated graduate student orientation workshops and served on campus-wide committees.

Assistant Professor and Director of Testing: *Bethune-Cookman College. Daytona Beach, Florida, August 1989 – August 1992*

Taught introductory courses in Psychology, Human Growth and Development, special topic seminars and advised students. Staffed federal grant projects, administered standardized tests, evaluated Head Start teachers, served on SACS and other campus-wide committees.

Budget Analyst: *Executive Office of the Governor for Planning and Budgeting: Education Policy Unit. Tallahassee, Florida, March 1987 – July 1989*

Developed the Governor's budget recommendations for various special units in the university system, and analyzed, drafted and tracked legislative initiatives. Monitored legislative actions and prepared daily status reports for staff and director's office. Collaborated with the Legislature, Board of Regents, and universities, staffed special councils and committees, answered correspondence, and coordinated campus site visits and conferences.

Policy Analyst: *Executive Office of the Governor for Planning and Budgeting: Planning and Evaluation Unit. Tallahassee, Florida, April 1984 – March 1987*

Staffed special committees and projects, compiled data, prepared white papers and reports, evaluated state agency planning initiatives and budget requests, drafted legislation, planned, scheduled and facilitated public hearings, and agency training workshops. Staffed the 1985-1987 Governor's Committee on Aging, and co-authored a monthly newsletter.

Student Affairs Coordinator: *Florida A & M University, Women's Residence Life. Tallahassee, Florida, February 1982 – January 1983*

Administered special programs for women residents, coordinated co-curricular activities, advised and counseled students, conducted student interest surveys and evaluated programs. Supervised staff counselors, resident assistants and receptionists.

Dean of Women/Director of Student Activities: *Bishop College. Dallas, Texas October 1980 – September 1981*

Developed residential programs for students, supervised campus housing, coordinated counseling and testing, facilitated student judicial committees, developed and coordinated co-curricular activities, advised student government and conducted student leadership training workshops.

Funding Development Specialist: *The Ohio State University, Newark, Ohio Campus, January 1979 – August 1980*

Provided technical and research assistance to faculty for grant writing, developed federally funded community service programs and conducted program evaluations.

-----**PROFESSIONAL PRESENTATIONS**-----

- Present quarterly reports to the Higher Education Commission regarding new programs for approval, termination, post-approval reviews, articulation, 1996 - present
- Presenter Statewide Articulation Conference, 2001 and 2002
- Presenter, University of TN Leadership Institute, 2000 “Tennessee Virtual University: Partnering in Higher Education”
- Presenter, State Higher Education Executive Officers (SHEEO) 1998 Conference, “Performance Funding in Tennessee: Presentation: Program Accountability and Incentive Funding
- Statewide Articulation and Transfer Task Force, 1996 – present: Provide annual status reports to the Commission and Legislative Committees regarding the status of implementing statewide articulation

-----**PROFESSIONAL AFFILIATIONS**-----

Southern and Tennessee Councils of Graduate Schools

American Council on Education, Office of Women in Higher Education

Tennessee College Association

Women in Higher Education in Tennessee

-----**RELATED PROFESSIONAL EXPERIENCE**-----

Education Portal/Teacher Center Advisory Committee (SREB), 2003 – present

Education Technology Cooperative Representative (SREB), 2002 – present

Curriculum Committee – Associate of Science in Teaching, 2005

Nursing Workforce Strategic Planning Task Force – 2004 - 2005

SHEEO National Conference Planning Committee, 1999, 2005

Shelby State Community College/State Technical Institute Transition Team, 1999-2000

Distance Learning State Coordinator - Southern Regional Electronic Campus, 1997 – present

Tennessee State Board Teacher Advisory Council, 1997 – present (staff)

Women in Higher Education in Tennessee Executive Committee, 1997 – present

- Membership Coordinator 2002-2003
- State Liaison , ACE: Office of Women in Higher Education 2002-2004
- President-Elect 2004-2005 and 2005 Conference Coordinator
- President 2005-2006

SREB/LAAP Grant Partnership Initiative: Regional Credit Issues Committee, 2000-2002

Task Force for establishing a College of Law at Tennessee State University, 2001- 2002

VOLUNTEER/COMMUNITY SERVICE

Oasis Center, Nashville, Tennessee

Toys for Tots, Nashville, Tennessee

Boys and Girls Clubs of America, Nashville, Tennessee

Delta Sigma Theta Sorority, Incorporated – National, Nashville Alumnae Chapter