

Laurel Lea Voss

PROFESSIONAL EXPERIENCE

Pratt Institute

2014-Present

Brooklyn, NY

Associate Provost for Integrated Planning & Faculty Affairs

Former titles:

Assistant Provost for Academic Administration (2017-2022)

Director, Academic Budget and Operations (2014-2017)

SUMMARY

- Provide leadership in academic affairs, supporting the academic mission to achieve priorities for the Institute through operations management and strategic planning for the effective and efficient distribution of resources. One of the largest independent colleges of art and design, Pratt Institute serves over 5000 students, 1300 part-time faculty, and over 175 full-time faculty.
- Responsible for the development, management, and oversight of all finances, faculty and administrative policies within the Provost's area of responsibility, performing the role as lead operations administrator. Plan and develop administrative practices and process in the Provost Division, seeking to make positive changes and serve as a change agent.
- Recent Major Accomplishments
 - ◊ *Operational Change and Equity Building:*
 - [Successful implementation](#) of faculty promotion and tenure from analog to digital process in multi-year roll-out with faculty buy-in, improving communications and equity through access (2018-Present).
 - Multi-year analysis of faculty compensation practices related to service, focusing on benchmarking for equitable pay practices across all schools with special attention to service work performed by part time faculty. Implementation of equalization funds for part-time tenured faculty members, with analysis to meet DEI metrics (2017-Present).
 - ◊ *Support for Online Learning:*
 - Serve on TECHPPRO working group to address teaching and classroom needs for the transition from in-person teaching, to virtual and online hybrid models (2020-Present).
 - Call for funding support for Department Chairs to move courses online, supporting over \$80k to faculty and teams to move curricula, process and technology to online platform, Canvas (2020).

AREAS OF RESPONSIBILITY

COMMUNICATIONS AND PARTNERSHIP BUILDING

- Serve as a leader in communications with Deans, Chairs, Academic Departments, Student Affairs, Human Resources, Institutional Advancement, Information Technology, among others, to set policy and procedure, resolve issues, and build strong collaborative working relationships.

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- Partner with other departments/divisions on campus to facilitate strategic initiatives, communications strategies and other top priorities as needed. Key partnerships include Finance & Administration Division, Human Resources, Controller's Office, Payroll, Legal Affairs, and Facilities Departments.
- Work with Information Technology Division to lead the setting of priorities for Technology-Enhanced Classrooms (TEC), including new requirements for hybrid and online teaching needs. Manage resources, finances and maintenance for existing rooms, and new room allocations. Meet monthly with *Manager of TEC Design & Operations* to establish metrics for success, upgrades, and evaluation.
- Serve to fulfill Diversity, Equity and Inclusion strategic planning goals, as a member of the DEI Council, with a special focus on 'creating equity in hiring and retaining diverse faculty and staff' at the Institute.
- Serve the Pratt community as a *Diversity Advocate*, a DEI allies certificate program. Workshops for certification include *Allyship & Intersectionality*, *Bias & Microaggressions*, *Cultural Appreciation* and *Gender & Sexuality* (2018-present).
- Participation in additional DEI sponsored workshops: *Equitable and Inclusive Practices for Faculty and Staff Recruitment* (2020); *Indigenous Knowledge & Land Workshop* (2020); *LGBTQ+/Disability Justice* (2020) and various workshops and talks with *BLM Pratt* (2019, 2020).

ADMINISTRATIVE OPERATIONS

- Lead team on administrative and operational functions on Academic Affairs, including *Senior Data Analyst*, *Finance & Operations Manager for Academic Affairs*, and *Administrative & Operations Assistant*.
- Liaise with *Associate Provost for Research & Strategic Partnerships* on all operations and research-funded projects and Pratt-funded contributions towards projects. Serve in advisory role on grant-funded proposals and awards, implementation and research funding provided by the Institute for Research Centers (Pratt Center, Center for Sustainable Design Strategies, Robotics Consortium, and Spatial Analysis and Visualization Initiative, SAVI).
- Advise *Vice-Provost for Academic Affairs* on operations for areas of responsibility including academic and non-academic departments (Foundation Department, Center for Interdisciplinary and Individualized Study, Undergraduate Advising, Education Abroad, Registrar, Higher Education Opportunity Program, HEOP).
- Facilitate the faculty process for review, promotion, and tenure and ensure compliance with established policies and procedures. Lead the process with union representatives, Peer Review Committees in 24 academic departments, Department Chairpersons, Deans, Provost, and President, and serve as proxy for final Board of Trustees approval. Ensure all faculty actions are completed including tenure adjustments and sabbatical leaves with Human Resources and Payroll Departments on required timeline.
- Ensure compliance with union contracts and facilitate and set all policies and procedures related to faculty including rank and status, compensation, workload, sabbatical leaves, leave of absence, and any other issues that arise.

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- Review and approve part-time faculty payrolls, review contact hour rates and conduct analysis for equity studies and allocations. Create reports for vacancy savings, work with Provost to set priorities for searches with Deans for vacant faculty and other academic appointments.
- Review all position descriptions prior to academic searches; consult with deans and directors to review search committee structure, work with human resources to fulfill mission and goals of the institute in hiring practices, including DEI efforts.
- Review and approve hiring forms for all of Academic Affairs, academic appointment letters and contracts for hire, and additional compensation (stipends) for full and part-time faculty and staff. Review budgetary requests and identify funding for temporary appointments.

FISCAL PLANNING

- Lead the academic financial planning process and oversee operations planning for all academic areas including:
 - ◊ Seven schools (Art, Architecture, Continuing & Professional Studies, Design, Information, Liberal Arts & Sciences and Libraries).
 - ◊ Research and Strategic Partnerships' ten research centers and projects (including public - city, state, local, and federally funded projects, and private foundation funding).
 - ◊ All other areas that fall under the Provost Division, including five academic and five non-academic areas (ex: Public Programs, Exhibitions, Academic Senate, etc.)
- Participate in discussions, and final review and approval between Provost and deans for faculty searches, capital planning, and the annual financial budget planning process. Work with Vice-President of Finance & Administration on final financial budget operations request and approval.
- Responsible for evaluation and oversight of spending for all of academic affairs (approximately \$60M operating budget) and strategic planning funding. Oversee all Provost financials for both non-salary and personnel salary/full time staffing reports and confirm and solve salary issues that may arise. Project annual expenses for instruction including part and full-time faculty, sabbatical expenses and savings, and create other reports as requested.
- Provide analysis, assessment, and recommendations for resource allocations to all schools/divisions for Graduate Assistantship funding (\$3M), technology-enhanced classroom improvements (\$150K), and facility fee allocation for operational expenses for students (\$3.4M). Utilize statistical data and reporting documents provided by Institutional Research, to allocate financial resources, approved by Provost's Council.

STRATEGIC/CAPITAL PLANNING

- Serve on Space Planning Working Group (2019-2020) to reassess Institute's space needs for *Campus Master Planning Committee* and strategic planning efforts, working with outside consultant, [Sasaki](#).
- Institute a campus-wide effort with Chief Facilities Officer for conditions reporting to inform and set

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priorities for space planning and capital improvement projects including quantitative data and qualitative survey collection and analysis (2018-present).

- Evaluate with Provost, Facilities CFO, and VP of Finance & Administration all capital requests and summer project renovation projects. Determine priorities and funding for all academic space and renovation improvements, with special focus on new programmatic needs in academic areas.

EVENT/EXHIBITION PLANNING

- Serve as client and head of all Pratt Shows for the Institute, working to set goals and objectives that meet the needs of all programs involved (24 departments). Set priorities and deliverables for marketing, creative, and strategic directives with Communications Division (2015-2019; advisory 2020-present).
- Serve as Producer for Commencement and Awards Convocation events, liaising with venues, all consultant and part-time staff, and lead *Commencement Committee* in setting internal and external priorities. Coordinate contract negotiations, communications to the Pratt community (2015-2019; advisory 2020-present).
- Producer and lead for [Presidential Inauguration](#) ceremony (2018) including finalizing all speakers, scripts, programs and communications, run-of-show, medal production and design, hiring production team and a/v crew for live stream, talent, catering, event consultants, and all other vendors. Work with sub-committee on all communications aspects for week-long events strategy and execution.
- Set financial and resource allocations for other end of year [Pratt Shows](#), including the Design Show and Fashion Show; work as a consultant to ensure institutional priorities and strategies are met. Previously producer of *Pratt Shows: Design* (2015-2016). Stage manager for *Pratt Shows: Fashion* (2015-2019).

ACADEMIC SERVICE

- **Committee Membership:** *Provost's Council, Diversity Equity and Inclusion Council, Staff Council, Space Planning Committee, Diversity, Equity, and Inclusion Subcommittee for Hiring and Retaining Diverse Faculty and Staff, Staff Council Steering Committee (2018-2019), and Space Planning Working Group (2018-2019). Campus Safety (2017-2020), Capital Planning Committee (2018-Present), Graduate Student Engagement Fund (2016-2019), Budget & Capital Planning (2014-Present), Commencement Committee (Lead: 2014-2019, Advisory: 2020-present).*
- **Search Committees:** *Controller (2015), Payroll Director (2016), Associate Provost for Academic Affairs (2016), Associate Provost for Research & Strategic Partnerships (2017), Director, Center for Teaching and Learning (2017), Director of Foundation Relations (2017), Director of Government Relations (2017), Registrar (2018), Senior Manager, Custodial & Maintenance Services (2019), Dean, School of Liberal Arts & Sciences (2019), Dean, School of Architecture (2019), Dean, School of Art (2020).*
- **Search Committee Chair:** *Finance Manager, Academic Affairs (2016), Industry Relations & Research Manager (2018), Finance Manager, Research & Strategic Partnerships (2018), Administrative & Operations Assistant (2019).*

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Independent Curators International

2013-2014

New York, NY

Associate Director of Communications & Finance

SUMMARY

Executed the day-to-day running of contemporary curatorial art non-profit organization. Provided leadership in internal and public communications and the daily management of the organization's finances.

Major Accomplishments:

- A year-long [website redesign](#) project serving as lead client working with outside web development and design consultants (2013-2014), which is still used by the organization.
- Implementation of a successful communications strategy for major projects including the ICI Annual Benefit & Auction; international touring exhibitions and book launches including [do it, the compendium](#) (2013); and public programs educational outreach.

AREAS OF RESPONSIBILITY

COMMUNICATIONS STRATEGY

- Implementation of Independent Curators International's (ICI) annual communications strategy: created campaigns for and supervised the execution of marketing strategies in all digital media outlets; placed and coordinated advertisements; drafted and sent press releases; coordinated, reviewed and approved press materials for museum and gallery venues of ICI touring exhibitions; Editor of bi-annual brochure including directing content and images, style guides and maintaining deadlines; managed the Curator's Network membership digital forum and quarterly newsletter.
- Consulted with outside PR firm to promote campaigns, publications, events, and fundraising strategies. Developed social media communications strategies and executed multiple campaigns with support staff.

EVENT/EXHIBITION PLANNING

- Lead production and booth sales for annual participation in the NY Art Book Fair. Production and operations for annual participation in NADA Miami Fair, NADA NY Fair, and other projects, including ICI's limited-edition sales and fabrication.

OPERATIONS/BUSINESS MANAGEMENT

- Managed insurance benefits and human resources policies for staff, worked with outside vendors for management of IT needs, off-site storage and facilities, requests and rental agreements. Worked with consultant bookkeeper on payroll, vendor payments, and budget adjustments for all expenses. Managed banking accounts and credit card authorizations and business expenses related to all projects.
- Directed small support staff within Finance & Communications department; managed interns and

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participation and orientation for summer internship program including *Social Media, Archives, and Exhibitions* and *Publications* interns. Lead orientations, retreats and staff meetings as requested.

Pratt Institute

2012-2010

Brooklyn, NY

Assistant Chair and Graduate Admissions Coordinator, Industrial Design Department (2010-2012)

SUMMARY

Advisor and director for the graduate student body of 85 and over 60 faculty members on all administrative matters including student advisement and registration, course scheduling and course offerings for the Masters of Industrial Design program.

AREAS OF RESPONSIBILITY

ACADEMIC LEADERSHIP

- Advisor and director for the graduate student body of 85 and over 60 faculty members on all administrative matters including student advisement and registration, course scheduling and course offerings for the Masters of Industrial Design program.
- Provided leadership and direction on all aspects of academic organization as well as corporate sponsored projects and competitions offered through the Industrial Design Department. Served as department Chair in meetings, trouble-shooting and advising faculty and over 300 students for undergraduate program in Chair's absence.
- Lead all admissions processes for graduate program including perspective student inquiries and information sessions, determining criteria for acceptance and application reviews. Lead *Graduate Admissions Committee* to set standards for application reviews. Determined Merit-Based Scholarship criteria and candidates.
- Managed all department facilities use and function of spaces with *Technical Manager*. Coordinated with facilities department determining needs and supervising construction projects and studio maintenance.
- Developed student resources and content for perspective students on the department website and *prattportal: ID* blog and managed social media content. Supervised *Graduate Assistants* with attention to directing special projects including creating online resources for students.
- Coordinated faculty teaching assignments for the department; managed all faculty workload, rank and status issues and union contract requirements.

ASSESSMENT

- Attended *Academic Master Plan* strategic meetings and faculty development workshops. Lead faculty in syllabi development and course writing, focusing on pedagogy goals and learning objectives.

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- Lead on curricular revision for both current and new experimental courses and tracking year-long review process and procedures for approval. Worked with faculty in revising studio elective courses as needed. Special attention was given to technical courses and sophomore studio core courses.
- Collection of syllabi for a self-study accreditation review process, to insure proper formatting and standards were followed. Created and implemented a studio contract policy for students to abide by school policies and procedures with regard to studio use.
- Served on *Graduate Curriculum Committee* and *Academic Program Review* group to set standards and assess ID programs with *Associate Provost for Academic Affairs* and *Director of Strategic Planning and Assessment* in statistical analysis and qualitative research and assessment of program quality and success for Industrial Design. Conducted exit interviews for graduating students of the Masters of Industrial Design program.

EVENTS MANAGEMENT

- Supported and executed events including reviews, corporate-sponsored competitions, Thesis show and presentations, the International Contemporary Furniture Fair (ICFF) booth, among others.

ACADEMIC SERVICE

- Participated in end of year reviews for all BID and MID students.
- **Committee Membership:** Chair, *Graduate Admissions Committee*. *Academic Program Review* group and *Graduate Curriculum Committee*.

Pratt Institute

2010-2006

Brooklyn, NY

Assistant to the Chair & Departmental Advisor, Industrial Design Department, (2008-2010)

Assistant to the Chair & Academic Advisor, Art & Design Education Department, (2006-2008)

SUMMARY: Primary role as an administrative and operations manager to the department, with special attention to certification requirements and department assessment. Maintained department calendar, scheduled appointments and travel, prioritized daily workload and delegated duties to support staff of work-study students and *Graduate Assistants*.

AREAS OF RESPONSIBILITY

ADMINISTRATIVE OPERATIONS

- Managed all budgets including grant-funded projects. Processed all invoices, payment vouchers and purchase requisitions. Produced and submitted expense reports as needed.
- Processed faculty hiring, workload, and course scheduling and provided departmental support to faculty and students.
- Managed all student, faculty and alumni information databases, list serves, and alumni newsletter projects. Updated digital content in department websites, blogs and social media using CMS

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programs. Assisted in the development, design and consultation of grant-funded program websites.

Assistant to the Chair & Academic Advisor, Art & Design Education Department, (2006-2008)

ADDITIONAL AREAS OF RESPONSIBILITY

ASSESSMENT

- Conducted yearly surveys, collected syllabi, and upheld New York State Education Department (NYSED) standards for accreditation review process for *RATE* accreditation, December 2008 visit for Art & Design Education department. Served as head *Assessment Committee* for accreditation review. Conducted exit interviews for graduating students in Masters programs to assess program quality.
- Coordinated submission of graduate theses to the Institute's library and in-house collection with *Thesis Advisors*. Assisted students with formatting using correct style guides.

TUTORING AND CERTIFICATION

- Tutored students and lead workshops for New York State Teacher Certification Exams (NYSTCE) in the liberal arts, teaching skills and visual content areas required for certification. Assisted students in formal analysis-style writing for the *Visual Content Specialty* test.
- Managed study guide material and coordinated online test preparation. Kept statistical data for NYSTCE exams to ensure 80% mandated passing rate for LMS (Library Media Specialist within the School of Information) and Art & Design Education degree programs.
- Coordinated submission of graduate theses to the Institute's library and in-house collection with *Thesis Advisors*. Assisted students with formatting using correct style guides.

ACADEMIC COURSEWORK

ED 700 *Philosophy of Education*

ACADEMIC SERVICE

Committee Membership: Art & Design Education Assessment Committee, Graduate Admissions Committee; **Search Committee:** Full Time Faculty in Art & Design Education. **Conference Lead Planner:** NAEA Regional Conference, *Childhood Regained*, 2007; **Workshop Lead:** *Reaching and Teaching Students with Special Needs*, with Dr. Beverly L. Gerber.

California College of the Arts

2004-2006

San Francisco, CA

Program Coordinator, Graduate Fine Arts Department

SUMMARY: Served as the academic advisor and program coordinator for approximately 100 Graduate Fine Arts students.

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AREAS OF RESPONSIBILITY

ADMINISTRATIVE OPERATIONS

- Worked as a liaison between students and faculty in scheduling reviews, processing theses submissions and assigning *Teaching Assistants* to courses and faculty.
- Assisted in the development and implementation of program policies and curriculum with *Chair* and *Program Manager*, with special attention to the Studio Practice Program,
- Planned and executed retreats, *Open Studios*, *Orientation* and the *Graduate Thesis Exhibition*.
- Assisted in hosting *Visiting Artists Program* including organizing studio visits with students, public lectures and classroom discussions.

RESEARCH/AREAS OF INTEREST

RESEARCH

- Quantitative data analysis to inform decision making; building pathways for equity through data analysis, communications and fiscal strategy.
- Partnering with diverse groups within an institution to build pathways for representation of underprivileged groups.

TEACHING AND CREATIVE PRACTICE

- Arts-Based Research, learning through observation practices, meditation and mindfulness to inform creative practices, phenomenology-informed pedagogy.
- Color Theory, Interdisciplinary and Integrated practices, decolonizing and internationalizing curricula; creating and cultivating teaching and pedagogy support for faculty learning.

TEACHING EXPERIENCE

Pratt Institute

Interdisciplinary and Integrative Practices, Brooklyn, NY

Visiting Assistant Professor

2021-Present

- Taught for-credit academic course, *Focus: Expand* undergraduate students. Course requirements include the development of integrative capacities through students' own prior work, personal experiences, and future interests. Students spend a semester revisiting their own aesthetics and connect their life experiences to academic work. They also examine connections across disciplines while engaging in extended reflection on their own learning.
- Students developed projects and held discussions from readings, podcasts, and videos that focused on practices based in research, experience, conversation and reflection.

Integrated Mind/Body Program, Brooklyn, NY

Visiting Instructor

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2018-2019

- Taught for-credit academic course, *Beginning Hatha Yoga* to graduate and undergraduate level students. Course required maintaining a movement journal, and introducing mindfulness practice, and breath work for down regulation and reducing stress.
- Students developed their own yoga practice sequences as part of their final project, and were asked to reflect on mindfulness in relation to their creative studio practice.

Graduate Industrial Design/School of Architecture, Brooklyn, NY

Visiting Instructor

2010-2011

- Co-taught graduate-level two-semester color theory course, *Color Workshop* for Architecture and Industrial Design graduate students.
- Created online resources and published on LMS system (blackboard), as well as developed a blog for students to document experiences and perceptions of color in relation to light and shadow effects on architectural forms, interior spaces and objects. Second semester students developed their own digital or print journals to record experiences.
- Course learning objectives centered on demonstrating an understanding of color relationships and applying this knowledge to original compositions and designs.

Art & Design Education, Brooklyn, NY

Visiting Instructor

2007-2008

- Taught graduate-level course, *Fieldwork in Observation* based in qualitative research methods for Art & Design Education students. The course focused on both research methodology and teaching practices in preparation for student teaching practicum and *Thesis I* coursework.
- Utilized LMS (online Learning Management System) to post course assignments and request feedback.
- Determined placement for all students in public schools' observation site for 100 hours of non-participant observation.

California College of the Arts,

Painting & Drawing Department; Graduate Fine Arts Department, San Francisco, CA

Teaching Assistant

2003-2004

- *Teaching Assistant* for undergraduate-level course in painting and drawing, *Senior Projects*. Assisted with individual and class critiques, lectures, and assigning readings.
- *Teaching Assistant* for graduate-level course *Dialogues and Practices* for team of five faculty

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members. Performed all teaching assistantship duties including correspondence, course planning, budget management, and collection of dues. Participated in individual and group critiques, organized field trips, and served as a liaison to the Graduate Fine Arts office.

NON-ACADEMIC TEACHING

Certified Yoga Teacher, Brooklyn, NY
2012-2019 (currently on hiatus)

GUEST LECTURES AND STUDIO VISITS

Pratt Institute, Industrial Design Department
2010-2012

- Guest critic for *Senior Portfolio* and *Professional Practice* semester reviews.
- Guest reviews for *Sustainable Production Methods*, *Senior Product Design* and both graduate and undergraduate *Furniture Studio* courses.
- Guest Lecturer for *Graduate Drawing I* course taught by Professor Mark Lim.
- Guest critic for *ID View* for first year graduate students and second year undergraduate student reviews.

Parsons, The New School for Design

- Guest critic for final review of *Integrated Design: Learning from Fieldwork*. Students completed on-site investigations of a changing neighborhood and created solutions by mapping their observations (2010).

California College of the Arts, Graduate Fine Arts Department

- Class Studio visit with New York Studio-based graduate program taught by Professor Linda Geary (2008).
- Guest Critic for final review in *Dialogues and Practices* graduate fine arts seminar (2005).
- Lecture for *Senior Project Studio* taught by Professor Linda Geary (2003).

EDUCATION

MFA, California College of the Arts, San Francisco, CA

BFA, University of Wisconsin, Madison, WI

PROFESSIONAL ORGANIZATIONS

CAA (College Art Association)

NCAA (National Council of Arts Administrators)

SCUP (The Society for College and University Planning)

Metro New York and Southern Connecticut HERC (Higher Education Recruitment Consortium)