

**Vice President of Academic Affairs**  
**Department of Academic Affairs**

**POSITION SUMMARY:**

The Vice President for Academic Affairs (VPAA) is a senior administrative position charged with carrying out the academic priorities of the institution. This includes the primary responsibility for overseeing the overall quality of academic programs, including curriculum development, faculty management, student learning assessment, and ensuring alignment with the University's strategic goals. The VPAA works closely with the President, other administrative leaders, and the academic deans to achieve these objectives.

**PRIMARY DUTIES/ESSENTIAL FUNCTIONS:**

- Academic Program leadership
  - Leading the development, review, and approval of new academic programs and curriculum revisions across all academic departments.
  - Overseeing program assessment to ensure quality and student learning outcomes.
  - Monitoring and addressing academic standards and compliance issues.
- Faculty Management
  - Overseeing faculty hiring, promotion, tenure, and evaluation processes.
  - Supporting faculty development initiatives and professional development.
  - Managing faculty workload and teaching assignments.
- Budget and Resource Allocation
  - Working closely with the Vice President for Administration and Finance to develop the academic affairs budget.
  - Identifying and securing funding for academic initiatives.
- Student Success
  - Collaborating with the Vice President for Student Affairs to address student academic concerns and support academic programs.
  - Analyzing student data to identify trends and implement improvements to academic programs.
- Campus involvement
  - Participating in campus events and supporting student initiatives and activities.
- Strategic Planning
  - Contributing to the development and implementation of the University's overall strategic plan, particularly regarding academic goals.
  - Identifying emerging trends in higher education and adapting academic programs accordingly.
- External Relations
  - Representing the University at academic conferences and meetings with external stakeholders, including the governing board and controlling board.
  - Collaborate with and coordinate the University's interactions with accrediting bodies to maintain compliance.

- Engage with local, regional, and state economic development entities to ensure continued relevance of academic offerings.

**REPORTS TO:** President

**SUPERVISION GIVEN TO:** Academic affairs staff, institutional research staff.

**HOURS:** 8:00 a.m. – 5:00 p.m. Monday – Friday  
Additional hours as required.

**POSITION:** FLSA Exempt

**SALARY:** Commensurate with experience.  
About our ideal candidate

**KNOWLEDGE AND SKILLS:**

- Qualifications consistent with those of a full professor, a demonstrated commitment to faculty and academic program development.
- Proven record of being able to work collaboratively with all units of the University with effective leadership in an environment of shared governance.
- Substantial knowledge of issues related to various accreditation agencies, state, and federal policies.
- Excellent oral and written communication skills.
- Service orientation.
- Ability to meet deadlines, make effective decisions, attend to multiple priorities, work in a climate of accountability and fiscal benchmarks.
- Demonstrated effectiveness in planning, administration, personnel, and facilities & fiscal management.

**MINIMUM QUALIFICATIONS:**

- Doctorate in a recognized academic discipline;
- Five (5) years prior administrative responsibility in related capacities at a bachelor's degree (or higher) granting institution.

**PHYSICAL REQUIREMENTS:**

- Ability to perform standard office tasks like sitting, standing, walking, reaching, and occasionally lifting light objects.
- Ability to operate a motor vehicle: Good vision (near and distance with or without eyeglass accommodations), adequate hearing, hand-eye coordination, ability to sit for extended periods, sufficient mobility to enter and exit a vehicle, and the strength to maneuver steering and controls.
- Work environment primarily consists of typical office setting with minimal physical demands.