

VICE PRESIDENT, ACADEMIC AFFAIRS (Academic Management)

DEFINITION

Under the direction of the President/Superintendent, the Vice President, Academic Affairs serves as the chief academic officer of the college and is responsible for educational policy and academic programs. This includes program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, and the encouragement and improvement of teaching and learning.

DISTINGUISHING CHARACTERISTICS

The Vice President, Academic Affairs has primary leadership responsibilities for planning, implementing, and coordinating the educational programs of the College. In assuming these responsibilities, the Vice President must work closely with Academic Deans, other administrators, and members of the faculty. While the managerial functions related to curriculum and instruction rest with the Deans, the Vice President serves as a leader in long-term planning of educational programs, assuring quality of instruction, selection and development of a distinguished faculty, and furthering the strategic plan, the educational master plan, and the goals and objectives of Ohlone College.

The Vice President, Academic Affairs will serve as advisor to the President/Superintendent in matters related to curriculum and instruction, faculty selection, assignment, development, and retention.

The Vice President, Academic Affairs will be the primary link between the academic staff and the Vice President, Administrative Services in all budgetary matters related to instructional programs. The Vice President will work with the Vice President Student Services in all matters related to the coordination of the instructional program and student services.

The Vice President, Academic Affairs will be accountable for achievement of College goals and objectives within the scope of Academic Affairs as set forth in the College's Strategic Plan, and for assessing and meeting the educational and vocational needs of citizens of the District.

The Vice President, Academic Affairs will be responsible for relationships with the wider educational and occupational community, particularly the public schools of the District, the higher education institutions to which Ohlone students transfer, and to the employers within the District. Working with the Academic Deans in planning, conducting, and evaluating the instructional program, the essential qualification of the Vice President is leadership.

IDEAL CHARACTERISTICS

The ideal candidate for this position is an experienced leader with a clear, focused commitment to teaching, learning and academic excellence to promote student success. This candidate is a creative, visionary leader who will inspire staff, students and the community. The candidate is an innovative thinker who seeks innovative solutions to problem solving and is a critical thinker with outstanding interpersonal, written and oral communication skills. The candidate is highly ethical, trustworthy, credible, loyal and is respectful of diverse views and opinions. The candidate is flexible and inter-culturally competent and is a person whose leadership style is collegial, approachable, and accessible on campus and in the community. The candidate is able to delegate responsibility and authority while maintaining accountability. This seasoned professional fosters cohesion and a sense of working together for the good of the College and is committed to the effective use of technology within academic and administrative environments.

ESSENTIAL DUTIES

The Vice President, Academic Affairs

- provides strong, dynamic academic and administrative leadership, fosters a collegial environment which encourages scholarship, teaching, and learning excellence;
- possesses the vision to guide the college's academic programs into the future;
- understands and appreciates the mission of California Community Colleges and is able to relate it to all constituencies; aids in making decisions consistent with the mission and goals;
- advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse community college environment;
- works with the instructional staff in development of the educational program, including the maintenance of standards and the evaluation of teachers;
- plans, in coordination with other administrators and faculty, the schedule of classes;
- provides leadership and oversight for enrollment management strategies, initiatives and efficiencies;
- provides oversight of assessment of Student Learning Outcomes and college-wide accreditation;
- works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community;
- provides innovative and successful academic leadership and vision in instruction and program development in basic skills, transfer, vocational developmental and non-traditional programs;
- provides guidance to, and receives recommendations from the Faculty Senate and other representative organizations regarding the planning, implementation and review of academic programs, services, activities and related matters;
- participates in the planning of new facilities for the purposes of instruction and student services;
- supervises the development of community education, contract education, learning resource center/library services, athletics and distance learning;
- acts as the officer in the recruitment and selection of faculty, and to recommend to the President/Superintendent the employment of those selected;
- understands and promotes the role and use of technology in the instructional environment;
- reviews grant opportunities and supports applications for new grants; oversees implementation of grants within the Academic Affairs area;
- represents the district as the Chief Instructional Officer at state meetings and conferences, serves as District representative on committees, commissions, and other activities, makes presentations at meetings, workshops and events as assigned;

- participates in open sessions of the Board of Trustees and in closed sessions as needed;
- prepares, submits, and monitors the annual budget for areas of responsibilities;
- trains, supervises, evaluates, and directs the work of assigned personnel;
- completes other duties as assigned by the Superintendent/President.

KNOWLEDGE, SKILLS AND ABILITIES

The Vice President, Academic Affairs will have

- knowledge and experience in Student Learning Outcome (SLO) design, development, implementation, and assessment;
- knowledge of computers and computer applications that support management systems and business office functions;
- knowledge and experience in curriculum development and innovation;
- knowledge of the State and Federal codes, statutes and regulations that govern California Community College instructional, student support, auxiliary, and other student learning programs, including those relevant to the role of the Faculty Senate in issues of participatory governance;
- knowledge and experience in accreditation self-evaluation and service on an accreditation evaluation team.

REQUIRED QUALIFICATIONS

The Vice President, Academic Affairs will possess

- a Master's degree from an accredited institution;
- five years of senior administrative level leadership and experience in higher education;
- demonstrated skill in respectful, sensitive communication with people who are diverse in their cultures, languages and abilities;
- demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of members of the College community, including those with disabilities.

DESIRED QUALIFICATIONS

The desired qualifications for this position are

- an earned doctorate from an accredited institution;
- three years teaching experience in higher education with a demonstrated student-centered philosophy of education;
- an understanding of the California Community College mission, its educational and financial issues, the laws and regulations of California, and the changing role of community colleges;

- proven experience in and commitment to participatory governance with meaningful involvement of all constituent groups;
- demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the college to meet accreditation standards;
- demonstrated record of fiscal responsibility and accountability utilizing enrollment management in schedule planning;
- demonstrated advocacy for and addressing the needs of the underprepared student;
- demonstrated commitment to academic quality and standards;
- a background of supporting efforts in environmental sustainability;
- demonstrated experience in both academic and Career and Technical Education (CTE) programs and services;
- demonstrated support for faculty and staff development;
- demonstrated ability to work effectively and cooperatively with diverse constituents within a participatory governance environment;
- demonstrated support for and encouragement of faculty and student scholarship.

OTHER REQUIREMENTS

The individual hired for this position must possess a valid California driver's license and have a satisfactory driving record.

PHYSICAL CHARACTERISTICS

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.

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