



Classification Description

Job Title: Vice President, Academic Affairs

Pay Grade: Executive

Job Code: 4032

FLSA Status: Exempt

Job Purpose

The Vice President of Academic Affairs serves as the chief academic officer of the College. This executive-level position provides leadership and integrity in the areas of academic program development, curriculum, evidence-based research, and organizational effectiveness; promotes shared governance; and develops and oversees academic policies and instructional delivery in support of the College's vision. This is an executive on annual contract position.

General Responsibilities

Essential Functions

Advocates and promotes quality instruction and effectively oversees and monitors faculty-developed curriculum to meet the educational needs of students in a diverse College environment.

Responsible for overall administration and quality of academic programs. Implements faculty-driven curricula and instructional methods.

Collaborates with appropriate College leadership and academic units to ensure successful accreditation with the Southern Association of Colleges and Schools (SACS) and program level accrediting agencies.

Oversees all academic policies and procedures, insuring adherence to all state and/or federal requirements.

Works with the President and the School Deans to develop advisory boards to assist in identifying the educational needs of the College and the community. Works effectively with all constituencies of the College and the community.

Creates an environment that supports faculty and staff professional development.

Provides leadership and oversight for staff in the Office of Academic Affairs to include recruitment and selection, supervision, professional development and performance management.

Supports faculty developed programs for initiation; critically reviews existing programs with faculty to meet community needs.

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Models and sustains shared governance practices that enhance the achievement of the vision, goals, plans and the student-centered culture of Florida SouthWestern State College.

Fosters and encourages research and scholarly activity to advance the institution's mission.

Performs other related duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

A terminal degree earned from a regionally accredited institution of higher education.

An extensive record of progressively responsible experience in senior academic leadership roles at regionally accredited institutions of higher education. Preference given to those candidates with experience at both associate degree-granting and baccalaureate degree-granting institutions.

A significant record of full-time collegiate teaching experience, research and service commensurate with the attainment of senior academic rank in a higher education institution.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.

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- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 12, 2022.