



Classification Description

Job Title: Assistant Vice President, College-wide Curriculum, Academic Enhancement and Support

Pay Grade: Administrator

Job Code: 4301

FLSA Status: Exempt

Job Purpose

Reporting to the Associate Vice President for Academic Affairs, this position is responsible for providing leadership related to the College-wide curriculum development and approval processes. This position serves as the primary resource for faculty and administration on the curriculum process. Duties include advising faculty, departments, and staff on curriculum development, learning outcomes, revision, and deletion requirements. This position facilitates the development of program proposals from internal approval to state-level approval as necessary. This individual further ensures that educational standards, rules, and regulations are followed prior to submission of materials to the College-wide Curriculum Committee and following approval.

This position is also responsible for the planning, direction, and assessment of the College's General Education CREATIVE Capstone, including all relevant reporting to regional accreditors. The position promotes transdisciplinary initiatives across all FSW Schools and all College locations. This is a College Administrator position on an annual contract.

General Responsibilities

Essential Functions

Serves as liaison and resource to faculty, staff, management, and external representatives on curriculum requirements. Works collaboratively with faculty, staff, and administrators to advise and ensure curricular development aligns with the strategic needs of the College and complies with the rules and policies of the State of Florida and with Florida SouthWestern State College requirements and timelines. Serves as an administrative liaison to relevant College committees including the College-wide Curriculum Committee, the Learning Assessment Committee, and the General Education Advisory Council.

Serves as the College's Baccalaureate Liaison. Works with Schools to ensure that State reporting requirements are met.

Supports the Vice President for Academic Affairs Office initiatives on accreditation. Serves as a member of the Executive Writing Team for accreditation compliance with responsibility for document accuracy.

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Acts as the Higher Learning Commission (HLC) Assurance System Coordinator; manages the Assurance system, including role assignment and the setting and monitoring deadlines.

Provides primary support for the degree and certificate process by advising faculty on appropriate steps to seek approval for degree, certificate, and course proposals. Reviews submitted course proposals for completeness and provide robust feedback to submitting faculty, departments, and committees prior to forwarding materials to the College-wide Curriculum Committee for consideration and approval.

Works collaboratively with other stakeholders including the Provost/Vice President for Academic Affairs and the Registrar's office to ensure that course and program information additions, deletions, and changes are communicated in a timely manner for catalog publication, graduation requirements, software system needs, and compliance with all related institutional requirements.

Supports College initiatives related to new program development and program alignment.

Coordinates the degree and certificate approval process internally and for the state. Keeps the College informed of curriculum changes via appropriate channels and in a timely manner.

Works with the College's Regional Accreditation Liaison to support the curricular aspects of the accreditation process. Reviews academic program materials for compliance with state, accreditation, and FSW regulations and guidelines.

Coordinates the preparation and dissemination of a variety of related reports for College use and access by internal and external groups.

Works with the Chair of the College-wide Curriculum Committee to maintain the curriculum calendar and the College's curriculum record in accordance with post-secondary standards for record retention.

Supervises the day-to-day activities of the General Education CREATIVE Capstone, including scheduling, planning, and assessment.

Coordinates the work of the Capstone Advisory Board, including professional development training, and ensures alignment with regional, state, and College policies.

Works in coordination with the Office of Institutional Research, Assessment, and Effectiveness on learning outcomes and curriculum.

Serves in an advisory capacity with Deans, Department Chairs, and Vice Presidents on curriculum, learning outcomes, and program and course development.

Works with IT and eLearning to maintain relevant resources and software related to curriculum and the CREATIVE Capstone.

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Performs other 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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Earned doctorate or terminal degree from an accredited program.

Two (2) years of relevant, full-time professional work experience.

Demonstrated commitment to academic excellence and knowledge, both scholarly and experiential.

Demonstrated ability to provide energetic and visionary leadership, create new programs and partnerships, and take both nascent and established programs to a strategic level of excellence, while holding the highest ethical and professional standards.

Personal and educational philosophy compatible with the goals, objectives, and mission of Florida SouthWestern State College.

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.

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- Work effectively with all constituencies of the College.
- Collect, organize, analyze, and present information in a meaningful manner.
- 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: June 24, 2024. Revised: May 22, 2026.