



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. 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 position further ensures educational standards, rules, and regulations are followed prior to submission of materials to the College-wide Curriculum Committee and after approval. This position further provides College-wide oversight and support for the timely and accurate textbook adoption process in accordance with all legal requirements and timelines.

The Assistant Vice President is additionally 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 and cross-curricular initiatives across all FSW Schools and all College locations. The Assistant Vice President provides direct supervisory leadership to the Director of Cross-Curricular Innovation, Honors, and Undergraduate Research and the Senior Coordinator, Academic Affairs–Academic Enhancement, Curriculum, Honors and Research. This is a College Administrator position serving under an annual contract.

General Responsibilities

Essential Functions

Provides direct supervisory oversight of the Director of Cross-Curricular Innovation, Honors, and Undergraduate Research, including setting annual goals, conducting performance evaluations, and guiding the Director's strategic priorities for the Honors Scholar Program, Center for Undergraduate Research and Creativity (CURC), and the CREATIVE capstone program as well as related high-impact practices, community-engaged learning, and cross-curricular academic initiatives.

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Responsible for coordinating with academic departments to ensure textbook adoptions are submitted, reviewed, and reconciled within the institution's textbook adoption system in accordance with established deadlines.

Ensures compliance with applicable state and federal regulations related to textbook adoptions, affordability, and reporting requirements. Serves as the institutional point of contact for textbook adoption compliance and coordinates with internal and external reporting entities as required.

Fosters a collaborative, high-performing team environment within the Office of Curriculum and Academic Enhancement, supporting staff professional development and maintaining clear communication across all direct reports.

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.

Provides primary support for the degree and certificate process by advising faculty on appropriate steps for obtaining approval for degree, certificate, and course proposals. Reviews submitted course proposals for completeness; provides robust feedback to submitting faculty, departments, and committees prior to forwarding materials to the College-wide Curriculum Committee for consideration and approval, ensuring compliance with the rules and policies of the State of Florida and FSW requirements and timelines.

Works collaboratively with other stakeholders including the 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 Chair of the College-wide Curriculum Committee to maintain the curriculum calendar and the College's curriculum record in accordance with postsecondary standards for record retention.

Supports the Associate Vice President of Academic Affairs with the annual update and submission of the General Education report, Baccalaureate degree report, and others as assigned to the Florida Department of Education.

Works in coordination with the Office of Institutional Research, Assessment, and Effectiveness on updating and disseminating learning outcomes and in an advisory capacity regarding curriculum recommendations.

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Provides support for Deans, Department Chairs, and Vice Presidents regarding syllabus updates and maintenance.

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

Supervises the Director of Cross-Curricular Innovation to ensure appropriate scheduling, assessment, and support of the CREATIVE Capstone, the Honors Program, the Center for Undergraduate Research, and Service-Learning programs to ensure a coherent College-wide, data-informed framework aligned with FSW's strategic plan.

Serves as a liaison to the Vice President of Academic Affairs on issues related to the scope of the office, including for purposes of strategic planning.

Supports VPAA Office initiatives on accreditation. Serves as a member of the Executive Writing Team for accreditation compliance with shared responsibility for document accuracy.

Completes accreditation reports for new programs and substantive changes in collaboration with the Accreditation Liaison Officer.

Acts as HLC Assurance System Coordinator; manages the Assurance system to include role assignment and setting and monitoring deadlines.

Provides support to the Associate Vice President for Academic Affairs, Deans, Departments, and Schools engaged in program accreditation.

Serves as the College's Baccalaureate Liaison; works with Schools to ensure that state reporting requirements are met.

Supports the Associate Vice President for Academic Affairs and works with the College's Regional Accreditation Liaison; on the curricular aspects of the accreditation process and reviews academic program materials for compliance with state, accreditation, and FSW regulations and guidelines.

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.

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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 scholarly and experiential learning.

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.

Demonstrated experience supervising professional staff and providing strategic direction across a portfolio of academic initiatives.

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.
- 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.
- Collaborate and be effective working with diverse populations.

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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 5, 2026.