



## Vice President for Academic Affairs

Academic Affairs

AA/1

### JOB SUMMARY

This position is responsible for directing the college's academic affairs functions, including matters related to faculty and institutional accreditation.

### MAJOR DUTIES

- Directs the college's academic programs, including the development of curricula; the implementation, coordination, and assessment of student learning outcomes; and the assessment of all academic programs.
- Ensures compliance with University System of Georgia Board of Regents policies and procedures, Southern Association of Colleges and Schools requirements, and program-level policies and practices.
- Directs academic strategic planning as well as the implementation of University System of Georgia Board of Regents initiatives; works with deans, academic administrators, faculty representatives, and other faculty and staff to establish the college's strategic plan in alignment with Board of Regents strategic plans and the mission of the college.
- Directs and evaluates the work of all academic administrators.
- Provides leaderships and assists deans in the setting of priorities for academic units in alignment with the strategic plan, budget priorities, and operational plans.
- Develops and recommends annual budget requests to support academic goals and objectives; allocates and monitors spending.
- Works with faculty executive committee and faculty governance on matters related to the general welfare of the college.
- Oversees all academic personnel matters; supervises pre-tenure and post-tenure review processes; recommends faculty personnel actions to the President.
- Coordinates with academic units the semester instructional schedules and academic space utilization and assignments.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of national, state and local issues related to post-secondary education.
- Knowledge of University System of Georgia Board of Regents policies, procedures, practices, requirements, and reporting structures.
- Knowledge of Southern Association of Colleges and Schools (SACS) accreditation policies, procedures, practices, requirements, and reporting structures.
- Knowledge of related federal policies, procedures, regulations and laws.
- Knowledge of program curriculum review and development, program assessment, and student learning outcomes and assessment.
- Knowledge of shared governance principles.
- Knowledge of budget development and management principles.
- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.

- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The President assigns work in terms of college goals and objectives. The supervisor reviews work through conferences, reports, and observation of college activities.

### **GUIDELINES**

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS accreditation standards and requirements; college statutes and bylaws; and federal requirements. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the academic affairs functions of Darton State College. Success in this position contributes to the success of all college operations.

### **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, vendors, elected and appointed officials, representatives of other colleges and universities, alumni, business and community leaders, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Director of Continuing Education and Economic Development (1), Library Director (1), Dean, Business and Social Science (1), Dean, Health, Physical Education and Athletics (1), Dean, Health Services (1), Dean, Humanities and Learning Support (1), Dean, Nursing (1), Dean, Institutional Effectiveness (1), Dean, Cordele Center (1), and Executive Assistant to the Vice President for Academic Affairs (1).

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.