

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Vice President of Academic Affairs

DIVISION: President's Office

JOB TITLE CODE: 5699

FLSA STATUS: Exempt

SECURITY SENSITIVE: Yes

FUNCTION: The Vice President of Academic Affairs is a member of the district's Leadership Team with executive responsibility for planning, management and evaluation of the assigned academic divisions. Working collaboratively with the Executive Vice President, Provosts, academic deans and faculty, the VPAA participates in the development of the Academic Strategic Plan, recommends academic policies and procedures, and ensures the development, implementation, communication and evaluation of the District's curriculum for the assigned academic divisions.

REPORTS TO: President

SUPERVISES: Director Transfer Programs/Asst to VPAA; Associate Vice President for Institutional Effectiveness and Research; Academic Deans for Developmental Education, Mathematics and Natural Sciences, Business and Computer Science, Social Sciences, Health & Public Services, Fine Arts, and Communications and Humanities; Executive Director of the Teaching Learning Center; and Executive Assistant.

MAJOR RESPONSIBILITIES

Essential Job Functions:

- 1) Serve as a member of the district's Leadership Team to plan and establish strategic goals/achievement indicators, and implement programs and services that support both the accomplishment of the district's mission and the continuation of the district's accreditation status. Promote academic

excellence, creativity, leadership, cooperation/teamwork and accountability throughout the district.

- 2) Serve as a chief academic officer for assigned divisions, supervising the development, implementation, communication and evaluation of the curriculum.
- 3) Work collaboratively with the Executive Vice President and Provosts to develop the district's Academic Strategic Plan, recommend academic policies and procedures, and sustain a rigorous academic program that includes learning communities, service learning, and an Honors Institute.
- 4) Provide broad direction to activities involved in institutional and individual program accreditation as it relates to the academic programs within the assigned divisions.
- 5) Track teaching and learning trends to ensure course content and teaching methodology are current and relevant. Direct the implementation of programs and strategies to improve these activities within assigned divisions.
- 6) Supervise the Associate Vice President for Institutional Effectiveness and Research in the design and analysis of data to track and measure the effectiveness of academic programs and services and to coordinate reporting requirements of the district.
- 7) Actively participate with the Provosts in the planning, development and design of state-of-the-art facilities and in recommending the purchase of classroom and laboratory furnishings, equipment and technology that support effective teaching and learning.
- 8) Build and foster collaborative programs and initiatives such as articulation agreements with universities, K-12 connections and business, industry and community partnerships.
- 9) Formulate and recommend annual budget requests and assume responsibility for department heads operating within the approved budget of the Academic Affairs division.
- 10) Represent CCCCD, as required, by participating in appropriate state and local councils, committees, boards, and organizations.

Marginal Job Functions:

Other duties, as assigned, that will serve to build partnerships and fulfill the college's mission and strategic plan.

MINIMUM QUALIFICATIONS
Knowledge, Skills and Abilities:

In addition to integrity and having a great sense of humor, stamina, and persistence, the following are required:

College teaching experience with a thorough understanding of the teaching/learning process.

A commitment to the philosophy of a comprehensive community college preparing to meet the needs of the 21st century.

Experience and demonstrated skill/competency in planning, budgeting, resource allocation, and in the development and evaluation of academic programs.

A strong commitment to innovative teaching and learning and to pursuing the potential of technology to support teaching, learning, and the delivery of instruction.

Recent experience building collaborative programs and initiatives and demonstrated success in developing articulation agreements with universities and in fostering K-12 connections.

Demonstrated leadership in designing and sustaining a rigorous academic program that provides support for ranges of student ability from developmental education to Honors, and that includes international activities, learning communities, service learning, and an Honors Institute.

Experience in developing and enhancing faculty skills through effective evaluation and through support of faculty development programs.

Commitment to the design and delivery of courses and programs to meet the needs of the local business community.

An appreciation of the culture and educational processes in Texas.

Skills as an effective oral and written communicator and as a consensus-builder with the ability to bring about constructive change using participatory processes and to work effectively and demonstrate consideration of others regardless of position, ethnicity, age, gender, beliefs, or personal style,

Skills and ability to formulate strategic plans, long-term program goals, and action plans for achieving goals.

Ability to keep up-to-date on changes in policies and procedures.

Ability to make timely decisions appropriate to the situation, circumstances, and facts at hand and to meet deadlines for assigned reports and projects.

Ability to safeguard sensitive or confidential information from intentional or unintentional disclosures.

Ability to screen, hire, supervise and evaluate faculty and staff, and to establish appropriate developmental plans.

Ability to represent the district in a positive, professional manner.

Ability to perform all the essential functions of this position.

Education and Experience:

Education: An earned doctorate or doctoral candidacy from a regionally accredited institution of higher education.

Experience: Five (5) years experience as academic dean or higher, preferably in a multi-campus environment, with experience in supervising and administering programs, demonstrated strengths in leadership, planning, evaluation, and curriculum design; teaching credentials in an academic area.

Certificates/Licenses:

N/A

NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of CCCC are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.