Job Description

VICE PRESIDENT for ACADEMIC AFFAIRS & DEAN of FACULTY

Reports To:  President

Areas of Responsibility:  Academic Departments, Information Services, Academic & Counseling Services, Academic Outreach, Institutional Research, and Academic Affairs Office.

Directly Supervises:  Faculty division chairs and Director, Dean of Information Services, two Directors, and one professional and one classified support staff members.

Functional relationships:  Works closely with the President, Division Chairs, the Vice President for Administration, Executive Director of Human Resources, and other departments as necessary and maintains regular contact with appropriate System Office personnel.

Position statement:  The Vice President for Academic Affairs is responsible for the academic curriculum of the institution, providing leadership to the faculty and managing the processes through which teaching is conducted and administered at UMFK. The Vice President insures that the curriculum appropriately reflects the mission of the campus and that it is as current as possible in terms of disciplines and delivery.

Major duties (Essential Functions):

•  Serve as chief administrative officer in the absence of the President as instructed;

•  Supervise all matters relating to curriculum and instruction in the University, including outreach, evening and summer courses, scheduling and overloads;

•  Oversee faculty and academic staff recruitment and development activities;

•  Provide advisory recommendations to the President on all academic appointments, tenure and promotion matters and ensure that such processes comply with the terms of faculty bargaining agreements;

•  Oversee development and implementation of academic strategic planning;

•  Establish priorities and plans for program development, faculty recruitment and development;

•  Provide academic input to institutional enrollment management efforts;

•  Coordinate periodic academic program review and work with Division Chairs in the review, study, and development of curriculum and in the improvement of instruction;

•  Initiate and direct divisional reviews and to serve as ex-officio member of division groups in matters pertaining to curriculum and instruction;

•  Perform other duties as assigned by the President.
**Budget Responsibilities:** Responsible for development and adherence to academic affairs budget and oversight responsibility for all academic and information management areas.

**Campus/University Service:** To chair and serve on a variety of appropriate campus and system committees and groups such as President’s Cabinet, Academic Affairs Council, System Chief Academic Affairs Officers, etc.

**Knowledge, Skills & Abilities:** Demonstrated academic leadership, excellent communication and interpersonal skills and good judgment. Ability to formulate and articulate sound policies and demonstrated ability to identify, resolve, and consult on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities. Strong organizational and management skills.

**Qualifications:** Master’s degree in a related field required; earned doctorate preferred and a record of teaching excellence, service, and scholarship commensurate with that of a tenured professor. Significant experience at the level of Dean or above including experience in the development and administration of curriculum, budget, personnel, strategic planning, and the use of technology in higher education. A commitment to affirmative action principles. Administrative experience in a collective bargaining environment highly desirable.