

Provost/Executive Vice President for Academic Affairs

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 232503

Job Series/Job Family: Academic Program Support Series / Academic Planning, Development, & Evaluation

Reports To

President/CEO

Job Purpose

The Provost/Executive Vice President is the College's Chief Academic and Student Affairs Officer and reports directly to the President/CEO. He/she represents the President in his or her absence. The Provost/Executive Vice President has broad and comprehensive responsibilities for the success of students in achieving their goals. Strategies to discharge these responsibilities include, but are not limited to strategic academic planning, directing the growth of academic and student affairs programs, the development of academic policy, the fiscal management for the academic enterprise, and advocating for faculty and student rights and responsibilities. The Provost is expected to provide the academic and administrative leadership to achieve a high standard of excellence in instruction and student services. He/she fosters collaboration with faculty, staff, students, and external communities to promote student success through research, use of best practices, evaluation, continuous improvement, shared governance, and student success strategies. Serves as a member of the President's Leadership Team.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Serves as the chief Academic and Student Affairs officer of the college.
2. Articulates the long-term vision and strategic plan to guide the development of Academic and Student Affairs at Austin Community College.
3. In consultation with the President, oversees the implementation of this vision for ACC.
4. Promotes the development of and participation in International Education initiatives.
5. Supervises efforts to promote the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges and of other specialized accreditation bodies.
6. Provides leadership for the development, implementation, and enhancement of ACC's Outcomes Assessment Program of the division of Academic and Student Affairs to ensure the identification of expected outcomes in its educational programs, assess the extent to which those outcomes are achieved, and provide evidence of improvement based on analyses of the results of that assessment.
7. Provides leadership in furthering the college's commitment to equity and diversity and to closing the achievement gap.
8. Responsible for fostering and supporting innovation and continuous quality improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creation/sustaining recognition and incentives which support and enhance student success.
9. Supervises the development, implementation, evaluation, and periodic update of the college's Academic Master Plan.
10. Provides leadership for the development and implementation of appropriate professional development opportunities for faculty.
11. Ensures the development, implementation, and evaluation of unit plans and programs in the current direct report Offices of Instruction; Student Services; International Programs; Academic Planning, Development & Evaluation; College Access Programs, and their associated sub units.

12. Represents the College at community activities by actively participating in community organizations which support and strengthen the colleges programs and activities.
13. Provides leadership to strengthen articulation and collaborative activities with other education institutions, including the K-12 system and other higher education institutions, as well as public agencies, business, and industry.
14. Participates in professional organizations to enhance own professional development and ACC's local, state, regional, national, and international profile.
15. Acts on behalf of the President and assumes responsibility for the College in the absence of the President, and at the President's request.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Understanding of demographics affecting higher education and ability to articulate challenges and opportunities before the community college;
- Understanding of traditionally under-served and at-risk student populations;
- Knowledge of instructional pedagogies, learning styles, and current research;
- Understanding of technologies for enhancement of teaching and learning;
- Commitment to institutional, state, and national research regarding student success;
- Understanding of current higher education issues, trends and future conversations;
- Ability to make difficult decisions in a timely, thoughtful, evidence-based manner;
- Ability to think strategically and prioritize effectively; and
- Strong communication and interpersonal skills, and a high level of professional integrity.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Ability to articulate community college vision, mission, and philosophy.
- Working effectively with diverse internal and external constituencies to achieve the mission of the College.
- Effective interpersonal, verbal, and written communication skills.
- Fostering collaboration and innovation in instructional design and delivery.
- Strategic planning, research, and evaluation.
- Multi-tasking.

Computer Skills

Required

- Proficiency in institutional data base management systems, standard office software applications, standard telecommunications/personal assistance devices, and technology/multi-media presentation software.

Physical Requirements

Required

- Work is routinely performed in an office environment, but also involves ability to travel efficiently and quickly between campuses throughout the College's Service Area. Evening/weekend meetings are a frequent requirement.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.

Work Experience***Required***

- At least five (5) years of increasingly responsible experience in academic administrative leadership: Including at least five (5) years successful teaching experience, or equivalent, in an accredited institution of higher education;
- Experience in developing an academic vision and creating effective planning and implementation processes linked to that vision;
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Commitment to collegial, consultative processes in a shared-governance environment;
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Experience with the operational and financial management of a complex academic institution including strategic planning, policy development, budgeting, and personnel administration;
- Demonstrated commitment to the principles of diversity and ability to implement a diversity plan;
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.

Education***Required***

- Must have an earned doctorate from a regionally accredited institution.

Other***Required***

- Reliable transportation for district-wide travel.

Safety***Required***

- Provide resources for safe operation of units. Create and support workplace safety.