Vice President of Academic Affairs, California Northstate University, Elk Grove, CA

EFFORT:
1.0 FTE, full-time, benefits

DEFINITION
Under the direction of the President, the Vice President of Academic Affairs serves as the chief academic officer of the University and is responsible for educational policy and academic programs. This includes program review and improvement, accreditation and self-study, pedagogy enhancement, assessment of student learning and advancement of student success, budget development, enrollment management, fiscal accountability, program and curriculum development, distance learning, and the encouragement and improvement of teaching and learning.

DISTINGUISHING CHARACTERISTICS
The Vice President of Academic Affairs has primary leadership responsibilities for planning, implementing, and coordinating the educational programs of the University. In assuming these responsibilities, the Vice President must work closely with Academic Deans, other administrators, and members of the faculty. While the managerial functions related to curriculum and instruction rest with the Deans, the Vice President serves as a leader in long-term planning of educational programs, assuring quality of instruction, providing oversight of selection and development of a distinguished faculty, and furthering the strategic plan, the educational master plan, and the Mission and Vision of California Northstate University.

The Vice President of Academic Affairs will serve as advisor to the President in matters related to curriculum and instruction, faculty selection, assignment, development, and retention.

The Vice President of Academic Affairs will be the primary link between the academic staff and the Vice President of Finance in all budgetary matters related to instructional programs. The Vice President will work with the Vice President of Admissions and Student Services in all matters related to the coordination of the instructional program and student services.

The Vice President of Academic Affairs will be accountable for achievement of University goals and objectives within the scope of Academic Affairs as set forth in the University’s Strategic Plan, and for assessing and meeting the educational needs of the students.

The Vice President of Academic Affairs will be responsible for relationships with the wider educational community as well as working with the Academic Deans in planning, conducting, and evaluating the instructional program, the essential qualification of the Vice President is leadership.

In addition, extensive track record of research and funding awards is expected.
IDEAL CHARACTERISTICS

The ideal candidate for this position is an experienced leader with a clear, focused commitment to teaching, learning and academic excellence to promote student success. This candidate is a creative, visionary leader who will inspire staff, students and the community. The candidate is an innovative thinker who seeks innovative solutions to problem solving and is a critical thinker with outstanding interpersonal, written and oral communication skills. The candidate is highly ethical, trustworthy, credible, loyal and is respectful of diverse views and opinions. The candidate is flexible and interculturally competent and is a person whose leadership style is collegial, approachable, and accessible on campus and in the community. The candidate is able to delegate responsibility and authority while maintaining accountability. This seasoned professional fosters cohesion and a sense of working together for the good of the University and is committed to the effective use of technology within academic and administrative environments.

ESSENTIAL DUTIES

The Vice President of Academic Affairs

- provides strong, dynamic academic and administrative leadership, fosters a collegial environment which encourages scholarship, teaching, and learning excellence;
- possesses the vision to guide the University’s academic programs into the future;
- understands and appreciates the mission of California Northstate University and is able to relate it to all constituencies; aids in making decisions consistent with the mission and goals;
- advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse environment;
- works with the college administrators and faculty in development of the educational program, including the maintenance of standards and the evaluation of faculty;
- plans, in coordination with other administrators and faculty, the academic calendar, and provide oversight authority over the schedule of classes;
- provides leadership and oversight for enrollment management strategies, initiatives and efficiencies;
- provides oversight of assessment of student learning outcomes, progression and promotion policies, and university-wide accreditation;
- works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community;
- provides innovative and successful academic leadership and vision in instruction and program development in basic skills, transfer, vocational developmental and non-traditional programs;
• provides guidance to, and receives recommendations from the Faculty Senate and other representative organizations regarding the planning, implementation and review of academic programs, services, activities and related matters;

• participates in the planning of new facilities for the purposes of instruction and student services;

• supervises the development of community education, contract education, learning resource center/library services, athletics and distance learning;

• acts as the officer in the recruitment and selection of faculty, and to recommend to the President the employment of those selected;

• understands and promotes the role and use of technology in the instructional environment;

• reviews grant opportunities and supports applications for new grants; oversees implementation of grants within the Academic Affairs area;

• represents the University as the Chief Academic Officer at meetings and conferences, serves as a representative on committees, commissions, and other activities, makes presentations at meetings, workshops and events as assigned;

• participates in open sessions of the Board of Trustees and in closed sessions as needed;

• prepares, submits, and monitors the annual budget for areas of responsibilities;

• trains, supervises, evaluates, and directs the work of assigned personnel;

• completes other duties as assigned by the President.

KNOWLEDGE, SKILLS, ABILITIES and QUALIFICATIONS

The Vice President of Academic Affairs will have

• earned doctorate from an accredited institution;

• ten years teaching experience in higher education with a demonstrated student-centered philosophy of education;

• five years of senior administrative level leadership and experience in higher education (i.e. department chair level or above)

• proven experience in and commitment to participatory governance with meaningful involvement of all constituent groups;

• knowledge and experience in Student Learning Outcome (SLO) design, development, implementation, and assessment;

• knowledge of computers and computer applications that support management systems and business office functions;

• knowledge and experience in curriculum development and innovation;

• knowledge of the State and Federal codes, statutes and regulations that govern California University level instructional, student support, auxiliary, and other student
learning programs, including those relevant to the role of the Faculty Senate in issues of participatory governance;

• knowledge and experience in accreditation self-study and serving on an accreditation preparation team.

• Knowledge and experience, at least five or more years, in research development and management.

• demonstrated skill in respectful, sensitive communication with people who are diverse in their cultures, languages and abilities;

• demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of members of the University community, including those with disabilities.

• demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the university to meet accreditation standards;

• demonstrated record of fiscal responsibility and accountability utilizing enrollment management in schedule planning;

• demonstrated advocacy for and addressing the needs of the underprepared student;

• demonstrated commitment to academic quality and standards;

• a background of supporting efforts in environmental sustainability;

• demonstrated experience in both academic and Career and Technical Education (CTE) programs and services;

• demonstrated support for faculty and staff development;

• demonstrated ability to work effectively and cooperatively with diverse constituents within a participatory governance environment;

• demonstrated support for and encouragement of faculty and student scholarship.

OTHER REQUIREMENTS

The individual hired for this position must possess a valid California driver's license and have a satisfactory driving record.

PHYSICAL CHARACTERISTICS

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.
Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7400.