

Administration

JOB TITLE: Vice President of Instruction

Organizational Unit: Administration
Reports to: College President
FLSA Status: Exempt

JOB SUMMARY:

This position is a senior administrative position reporting directly to the President. The Vice President of Instruction is the chief academic officer of the College and is responsible for maintaining the academic integrity of the college degrees, certificates, and programs. The Vice President provides leadership for planning, developing, and implementation of instructional programs which meet the present and future needs of the area and are in keeping with the purpose of the College.

TYPICAL RESPONSIBILITIES:

1. Provides leadership and advises the President on academic policy and faculty and program needs within Instruction. Advocates the interests and positions of faculty as appropriate in the fulfillment of the College's mission.
2. Provides leadership in educational master planning, program review, student learning outcomes and assessments, and overall instructional effectiveness.
3. Works cooperatively with 1) service area public schools to assess needs and to align public school and Victoria College curricula, 2) other higher-level institutions, and 3) community groups to strengthen higher educational opportunities for all students.
4. Develops, administers, justifies, and manages multimillion-dollar instructional budget in collaboration with the instructional deans, faculty, and staff.
5. Supervises development of goals, objectives and assessment plans for all areas within Instruction.
6. Maintains professional visibility on campus, in the community, and in state and national organizations.
7. Assists the president as needed in the administration of the college and serves as administrator in charge of the college in the absence of the president.
8. Collaborates with the instructional deans in the selection of new faculty and makes recommendations to the President regarding hiring and initial salary of new faculty. Provides leadership relative to recruitment and selection procedures and recommendations of tenure, evaluation, disciplinary action, dismissal, and grievance resolution.
9. Ensures ongoing professional development of both new and continuing faculty and academic support staff members.
10. Supervises and coordinates instructional content in the college catalog, schedule of classes, and other necessary instructional publications and related documents.

11. Implements state and federal requirements related to instruction.
12. Provides leadership for program development, comprehensive assessment, evaluation, and the use of consistent and comprehensive quality improvement techniques, in collaboration with deans and faculty, for all academic programs and services. Initiates research concerning the educational needs of the community and uses findings in projecting needs, scheduling classes, and developing and revising curriculum.
13. Participates in the development, maintenance, implementation, and review of College policies and procedures.
14. Makes formal and informal reports to the President, the Board of Trustees, accrediting agencies, professional organizations, and governmental agencies as needed.
15. Reviews institutional research data relative to instructional needs and works cooperatively with the Institutional Effectiveness, Research, and Assessment office.
16. Interprets and analyzes Texas education laws, impending legislation, regulations, and procedures to determine impact on College and to formulate strategies for compliance.
17. Serves as chair or appoints chair to various committees.
18. Ensures instructional college programs and activities are in compliance with Federal and State regulations.
19. Fosters instructional and institutional effectiveness by undertaking other duties as necessary or as delegated by the college president.

QUALIFICATIONS:

- Knowledge of curriculum and program development principles, learning outcomes, and procedures required.
- Teaching experience in community college required.
- Five or more years of responsible administrative experience in a community college environment desired.
- Strong commitment to the community college mission, to developmental education, to student success, and to high standards and academic freedom required.
- Doctorate preferred, master's degree required.
- Ability to organize, plan, develop, and implement new programs required.
- Working knowledge of distance learning including dual credit, mediated instruction, and experience in advanced technologies issues and initiatives desired.
- Experience in higher education legal matters desirable.
- Knowledge of accreditation processes and procedures, matriculation/articulation concepts and principles desired.

Acknowledgement of Understanding:

Employee Name

Date

Supervisor's Name

Date