

Phoenix College

Vice President of Academic Affairs

01/09/2023

Job Summary

The Vice President of Academic Affairs (VPAA) serves as the Chief Academic Officer by leading, planning, organizing, and administering all instructional programs and related support activities of a learning-centered college. The VPAA reports directly to the President and provides oversight to both traditional academic and occupational education programs. This individual acts as an advisor to the President in matters pertaining to instructional programs and works closely with other College executives. Phoenix College embraces and has operationalized a learning-centered college philosophy placing a greater focus on learning outcomes, assessment and college systems that support learning both in and outside of the classroom, while ensuring a shared and collaborative nature in decision making. In conjunction with the other Vice Presidents, the VPAA develops new programs to meet the needs of a diverse student body and to maximize opportunities for the college community.

Essential Functions

40% Program Excellence: Academic Leadership, Program Review, and Accreditation. Provides oversight to the College's academic programs and assessment activities including the development and implementation of a Master Academic Plan that aligns with the Strategic Plan of the college. Plans and monitors program reviews, and facilities and technology planning for general education, developmental education, workforce development, dual enrollment, fitness and wellness. Provides leadership for Academic departments across numerous disciplines as well as: Honors; Library; Higher Learning Commission and specialized accreditations, the Learning Commons, Curriculum and Scheduling, and the Center for Teaching and Learning.

20% New Initiatives, Innovation, and Partnerships: Champions, designs and leads initiatives leveraging community partnerships and business relationships to maximize learning opportunities for all learners. Builds and maintains relationships with community partners, K-12 school districts, university, and business and industry leaders. Serves as a member of college and district councils and committees. Leads development and implementation of innovative learning delivery methods.

20% Leadership and Supervision: Serving as the Chief Academic Officer, the VPAA provides supervision of the college's faculty including hiring, faculty load assignments, monitoring projects, evaluation and dismissal of faculty, granting of appointive status, and other personnel issues. Promotes and leads planning for the integration of innovative approaches to teaching and learning. Champions Shared Governance, faculty professional growth opportunities. Resolves conflict including instructional grievances and complex legal issues. Advocates and engages a commitment to a collegial, consultative processes of shared governance,

commitment to community outreach and program development. Brings courageous, collaborative decision-making to bear on issues having wide impact on academic affairs and the college.

10% Academic Program Efficiency and Effectiveness: Provides oversight and supervision for the curriculum process, classroom based courses and synchronous/asynchronous course delivery. Works with unit chairs to develop and design curriculum program reviews. Develops and reviews budgets; prepares and monitors budgets; oversees the preparation of the master class schedule. Provides leadership in collaboration in the development of the college catalog, annual report and other related academic affairs publications and documents.

10% Collaborative Partnerships: Provides collaborative leadership with the members of the Phoenix College President's Executive Council; collaborates with Vice Presidents from other Maricopa Community Colleges, and the District Office Provost / Vice Chancellor of Academic and Student Affairs to provide administrative support, and the development of operational processes and procedures that will affect the system-level strategic transformation.

Desired Qualifications

1. Earned Doctorate degree from a regionally accredited post-secondary institution
2. Leadership experience working in a learning-centered, full service, multi-campus or multi-college system at the Dean's level or higher, preferably a comprehensive community college environment
3. Leadership experience developing and managing community partnerships and non-instructional supervision
4. Full time teaching experience at a community college
5. Leadership experience in starting innovative new academic and workforce development programs; Learning-Centered focused, data informed decision-maker
6. Leadership experience in writing, managing, and implementing grants
7. Experience initiating, developing and implementing current teaching and learning practices in traditional, synchronous / asynchronous formats; understanding and support of the role that technology plays in a holistic student experience
8. Assertive and timely decision making that is the result of transparency, inclusiveness, broad participation, and communication; attention to detail while exhibiting empowering leadership skills; transformational and visionary
9. Operational understanding of the consequences of budget decisions.
10. Advocate for and demonstrated experience with Shared Governance and Interest Based Negotiation
11. Promulgate and support innovation in teaching and learning; encourage entrepreneurial thinking; support professional development
12. Demonstrated commitment to diversity, equity and inclusion as it relates to students, faculty and staff

13. Experience with successful implementation of guided pathways practices (e.g. pathway mapping, developmental education, meta-majors, integrated student support)