

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VICE-PRESIDENT OF ACADEMIC SERVICES

Chabot College
Management Class Specification

MANAGEMENT RESPONSIBILITY

The Vice-President of Academic Services is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide councils.

GENERAL DESCRIPTION

The Vice-President of Academic Services is the Chief Instructional Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive instructional program, including general education, transfer programs, technical and occupational programs, community and continuing education, non-credit education, contract education and athletics. The Vice-President of Academic Services may be assigned additional responsibilities in such areas as Library, Instructional Media Center, Television Studio, Tutorial Services, HUB, Instructional Technology, and Distance Education Center. This position reports directly to the College President and works collaboratively with the Vice-President of Student Services and Vice-President of Business Services.

DUTIES AND RESPONSIBILITIES

The Vice-President of Academic Services shall:

1. develop, direct, coordinate, supervise, and evaluate the programs, personnel, operations, activities and personnel practices of all areas of responsibility to ensure their compliance with District policies, Education Code, and State and Federal regulations;
2. directly supervise academic services administrators;
3. coordinate the recruitment, selection, and orientation of faculty and classified staff ensuring equal opportunity in employment; and participate in the recruitment and selection of administrative staff;

4. conduct performance evaluations of faculty, classified staff, and academic administrators; and coordinate evaluation policies and procedures for tenure granting, for tenured faculty evaluation, and for part-time faculty evaluation;
5. monitor faculty teaching assignments to ensure conformance to College and District Policy and to ensure equitable workloads;
6. provide leadership of a comprehensive faculty development program, including the infusion of instructional technology into the teaching-learning processes.
7. review and recommend conferences, field trips, leaves of absence, instructional improvement grant proposals, and other special faculty requests;
8. direct and organize the process for curriculum development, implementation, and evaluation of the general education, basic skills, transfer, technical and occupational, distance education and community and continuing education programs;
9. direct, in conjunction with the College Curriculum Committee, the approval of College curricula and programs; the interpretation of curricular policy; and the definition of academic standards;
10. establish and implement a process for systematic instructional program review and utilize the results and recommendations to strengthen academic programs;
11. coordinate the development of the semester and summer class schedules, College catalog, and instructional publications;
12. foster and maintain high standards of instruction and strengthening teaching by:
 - a. providing faculty opportunities for professional growth and development;
 - b. monitoring and assessing student progress, performance, and satisfaction to evaluate academic quality;
 - c. fostering experimentation by introducing new teaching technologies and learning strategies;
13. assist institutional research efforts related to areas of responsibility;
14. prepare, administer, and monitor the annual budget for all areas of responsibility; and maintain required documentation for categorical expenditures;

15. direct the process for establishing recommendations for capital outlay, including media, computers, and library books;
16. participate in College long-range planning for programs, services, and facilities and coordinate financial planning with institutional planning activities;
17. supervise off-campus, evening and Saturday educational classes and programs as needed;
18. maintain liaison with area high schools, colleges and universities, business, industry, public agencies, community interest groups, and the State Chancellor's Office;
19. coordinate contract education with the District office;
20. serve as accreditation liaison officer for the College and coordinate the College self-study process and all reports required by the Accrediting Commission;
21. assume responsibility for the completion of all necessary State and Federal reports in the areas of responsibility;
22. work collaboratively with the College Articulation Officer to develop, maintain, and disseminate articulation agreements with transfer colleges and universities;
23. work cooperatively with the Faculty, Classified, and Student Senates;
24. serve as chair of the academic administrative staff and as member of assigned committees:
 - a. College Cabinets
 - b. Chancellor's Cabinet
 - c. College Council
 - d. Curriculum Committee
 - e. Institutional Planning and Budget Council
 - f. District Sabbatical Leave Committee
 - g. College and District Budget Study Groups
 - h. Academic and Student Services Council;
25. maintain a close working relationship with the counterpart Vice-President of Academic Services at the other college(s);
26. represent the College as the Chief Instructional Officer at state-wide organizations;
27. serve as an administrative associate to the President and, when assigned, assume direct responsibility for the College during the absence of the President;
28. work cooperatively with the College Grant Developer in the preparation of grant proposals for external funding;

29. assume other duties and responsibilities as may be assigned by the College President.

MINIMUM QUALIFICATIONS

Education: Master's degree required; earned doctorate preferred.

Experience: Significant full-time teaching and administrative experience in post-secondary education, preferably in a community college; or an equivalent combination of education and experience which indicates possession of the knowledge and skills required.

APPOINTMENT

The Vice-President of Academic Services shall be appointed by the Governing Board upon the recommendation of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.