

College of the Redwoods

Position Description

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| Position: Vice President Instruction | Position Number: |
| Department: Instruction | FLSA: Exempt |
| Reports to President/Superintendent | Salary Grade: 136 |

Summary

Reporting to the President, the Vice President of Instruction (VPI) serves as a member of the Cabinet, contributing to the development of new programs, budget and planning, and articulation and advancement of the long-range vision for instruction. The VPI is a unifying leader who articulates the academic vision for the College, providing direction for academic programs, policies, strategies and initiatives. The VPI is an advocate who promotes innovation, technology resources, collegial engagement and supports excellence in teaching, learning, and scholarship. The VPI brings a working knowledge and appreciation for operating within a collegial consultative governance environment, as well as foster a student centered culture. The VPI preserves the integrity and viability of the College's curriculum, ensuring its quality, relevance and strategic alignment with the mission, education master plan, vision and values of the College; and assures the College's continuous adherence to standards governing its accreditation. The VPI serves as a member of the President's Cabinet, providing consultation to the President on academic matters and collaborating with institutional leaders on the development and implementation of district-wide strategy. The VPI maintains primary responsibility for academic matters including planning, assessment, program review and development, evaluations and tenure, re-alignment and accountability for the operations, direction and supervision of academic areas, programs, activities, and the faculty and staff. The VPI consults and works in collaboration with the Deans and Associate Deans to bring about a cohesive academic operating infrastructure.

This VPI also serves as the Accreditation Liaison Officer (ALO), appointed by the President. The ALO is the primary contact with the ACCJC staff and as a resource to the institution on accreditation issues.

Essential Duties and Responsibilities

Specific Responsibilities:

- Collaborates and provides the leadership to create a long-term vision for Instruction, which will enhance the College's educational mission;
- Provides vision, leadership and direction for the College's academic programs including curriculum and instruction, service, research and scholarship;
- Develops and implement the College's Education Master Plan and related academic initiatives, ensuring the alignment with the College's Annual Plan, mission and vision;
- Works collaboratively with the Vice President of Student Affairs and others to ensure student access, completion and success;

- Provides comprehensive offerings and develop partnerships with business and industry, and community-based organizations;
- Works closely with schools, colleges, universities, businesses, community groups and the Board of Trustees to provide relevant information, consultation and recommendations on educational matters;
- Champions assessment of learning outcomes, operations and processes;
- Provides leadership for the accreditation and assessment processes to improve academic endeavors of the College;
- Monitors accreditation issues and ensure that the College seeks and retains accreditation for all academic programs;
- Oversees periodic academic program reviews and work with Deans in the review and development of improvements in curriculum and instruction;
- Provides leadership for curriculum development and evaluation based on goals, objectives, and outcomes;
- Monitors and evaluate quality and cost effectiveness of academic programs;
- Evaluates course enrollment, retention and graduation trends.
- Ensures strategic class scheduling to address student needs; increase enrollment; and, maximize productivity;
- Evaluates effectiveness of instruction through course evaluations by students, course syllabi, institutional data, and departmental reports;
- Develops and fosters positive and productive relationships between the College and its various constituencies;
- Initiates contacts and maintain ongoing relationships with other colleges and universities to build the College's capacity and reputation;
- Works cooperatively with faculty to secure funding for curriculum development and improvement;
- Establishes community, business and industry partnerships to strengthen and improve academic programs;
- Oversees the coordination and integration of the various services, programs, functions and activities of the Division of Instruction;
- Determines budgetary priorities and develops, recommends and implements the annual division budget;
- Oversees the recruitment and professional development of faculty and staff within the division;
- Utilizes institutional data in decision-making, including the evaluation of academic programs and services;
- Manages the academic organizational structure of the institution and articulates the roles and responsibilities of the division leaders and managers;
- Oversees the development of academic publications including the course catalog; course schedule and faculty policies and procedures;
- Prepares and submits curricular materials, information, reports, data, etc. to external agencies and governing bodies for review and approval as required;
- Performs other related duties and institutional responsibilities as assigned.

Serves as the ALO for the College:

- Maintains familiarity with Commission's standards, policies, procedures and resources by regularly reviewing the ACCJC website, publications, and other resources;
- Serves as the primary contact person with ACCJC staff, which includes ensuring institutional compliance with all Commission requests;
- Ensures compliance with the Commission's standards and policies is incorporated into the ongoing planning and evaluation processes of the institution;
- Serves as a key resource person in the planning and preparation of accreditation-related documents including the ISER, Substantive Change requests, progress reports, and monitoring reports;
- Ensures the accuracy of institutional data collected by the Commission and provides changes occurring at the institution;
- Notifies the Commission in advance of substantive changes and major institutional developments, in accord with the policies and procedures of the Commission;
- Maintains correspondence and institutional files and materials, such as reports related to accreditation and reaffirmation; accreditation manuals, standards and policies; and schedules of Commission visits;
- Ensures broad-based institutional compliance with Commission standards, policies and procedures and emerging and evolving accreditation issues; Serves as a resource person to prepare for and coordinate the details of accreditation-related visits by Commission staff and peer evaluators;
- Maintains regular contact with the ACCJC vice president who is assigned as the institution's liaison.

Qualifications

Knowledge and Skills

- Philosophy, mission, and goals of the community college district
- Student support services and programs, including student recruitment and outreach
- Applicable federal and state regulations pertaining to instruction and each area of student service
- Knowledge of instructional programs and student and program learning outcomes
- Possession of a minimum qualifications to serve as a faculty member in the California Community Colleges.

Abilities

- Experience working with a diverse campus community and possess a commitment to equity and inclusion.
- Be a visible champion for student engagement and advocacy.
- Experience in program planning, implementation, assessment, and administration, including management of budgets and personnel.
- Experience and commitment to collaborate with various college stakeholders to build effective collaborative relationships.

- A strong personal orientation toward collaboration, teamwork, transparency, accessibility, accountability and delegation.
- Demonstrated ability to work effectively with external constituencies, including K-12 school districts and four-year universities/colleges.
- Ability to engage in enrollment management initiatives that promote student recruitment and retention.
- Excellent communication skills including the ability to effectively communicate, both verbally and in writing; possess the ability to listen to all points of view, build consensus, and inform others of policies and decisions.
- Demonstrated competence in a collective bargaining environment.
- Demonstrated commitment to the principles of shared governance and transparency.
- Demonstrated ability to analyze and apply laws, rules and regulations concerning Title IX of the Education Amendments of 1972, as well as other state laws and district policies relating to sexual harassment, sexual misconduct, gender and interpersonal violence, and sexual assault.
- Communicate articulately both in public and in private, as evidenced by the ability to listen as well as to speak and write effectively
- Provide leadership and direction in instructional innovation and technology
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate office equipment

Education and Experience

Possession of a master's degree; three (3) years or more of administrative leadership experience in higher education; and experience in accreditation, budget oversight and financial management. Evidence of success in strategic planning, program development, and budgeting and evidence of success in enrollment management, program review, Student Learning Outcomes (SLO's), including experience in the assessment process, and applications of institutional research.

Licenses and Certificates

Valid CA Drivers license.