**Saint Michael’s College**

**Job Description**

**Job Title:** Vice President for Academic Affairs

**Department:** Academic Affairs

**Supervisor or Manager**: President

**Date Created:** 5/1/18 **Last Revised:** 9/12/19

***Our Mission:*** It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives of the Position:** The Vice President for Academic Affairs (VPAA) is the Chief Academic Officer of the College and is responsible to the President for the administration, coordination, and development of all academic and faculty policies. The VPAA is responsible for ensuring that academic programs and related administrative operations are conducted in accordance with College goals and policies, that they are consistent with College financial requirements, and that they are coordinated with College operations in other areas. The VPAA normally serves as the Chief Executive Officer of the College when the President is temporarily unavailable to fulfill those responsibilities.

**Essential Duties and Responsibilities:**

* Oversee the development of a well-qualified and effective faculty for each of the academic units of the institution through implementation of faculty and institutional policies and procedures. Provide support for faculty research and teaching. Coordinate all faculty personnel decisions including recruitment, appointment, evaluation, re-appointment, promotion, tenure, compensation, leave, retirement and programs of faculty development. Ensure that policies and procedures are followed, as well as all applicable laws.
* Support the Catholic liberal arts mission of the College.
* Serve as a member of the President’s Cabinet which supports and maintains an open, collaborative, and inclusive college environment focused on student learning and assessment, student success, new program development, and support for faculty and staff.
* Work in close concert with the President, the President’s Chief of Staff, and faculty and staff members on the review of ideas for new programs or centers to ensure that the College remains vibrant and up-to-date. Implement and evaluate the new programs that move forward.
* Develop and manage the academic budget, including several endowed funds. Ensure that programs are evaluated to provide financial stability for the College.
* Coordinate all aspects (development, submission, implementation) of local, state and federal grant-funded projects, including those for academic programs, capital projects, instruction, and research.
* Oversee offices and programs on campus that provide academic support and resources to facilitate student success, such as the Library, Academic Enrichment Commons, and Writing Center.
* Collaborate with the Dean of the Faculty and others to promote and provide opportunity for ongoing faculty and staff development regarding diversity and inclusion
* Serve as contact person and responsible authority for several federal assurance and compliance programs.
* Serve as chair of the Risk Assessment Committee, reviewing all institutionally-sanctioned student trips and travel programs.
* Provide leadership and overall coordination of undergraduate research program and Academic Symposium.
* Provide administrative support for the Learning Committee of the Board of Trustees.
* Provide advice to the Honors Subcommittee of the Board of Trustees.
* Share responsibility with the Office of the President for a program of institutional accreditation with the New England Commission of Higher Education and the State of Vermont. Oversee internal and external program reviews, institutional effectiveness processes, accreditation, and other assessment activities in assigned areas.
* Work with the Vice President for Student Affairs and the Vice President for Enrollment and Marketing to coordinate retention efforts and enrollment management in accordance to the College’s strategic plan.
* Work with the Vice President for Student Affairs to ensure a successful orientation for new students that provides support with transition to college life and academic work, as well as an introduction to the resources and behaviors necessary to be a valuable contributing member of our community.
* Work with other Cabinet members to determine the use and location of all College instructional and related facilities.

**Secondary Responsibilities:**

* Oversee the operation of the EPSCoR Center for Workforce Diversity and Development.
* Serve as liaison for diversity and inclusion initiatives.
* Participate in advancement/development activities, including meeting with donors, upon request.
* Attend Administrative Council meetings.
* Attend Community Council meetings.

**Positions Supervised:**

* Dean of the Faculty
* Assistant to the Dean and VPAA
* Academic Department Chairs and Program Directors
* Academic Center Directors
* Registrar
* Director of Library and Information Services
* Assistant Dean for Academic Affairs/Director of the Office of Accessibility Services
* Director of Study Abroad
* Director of Military Community Enrollment and Services

**Position’s Major Contacts:**

* President and Cabinet members
* Faculty
* Faculty committees (especially Faculty Council, Faculty Executive Committee, Curriculum and Educational Policy Committee, Faculty Welfare Committee)
* Academic staff and administration
* Students
* Alumni
* Trustees

**Expectations for Excellence in this Position:**

* Maintain academic programs and curricula that are regarded as strong and relevant for a Catholic liberal arts undergraduate institution by external evaluators, accreditation agencies, prospective and current students, and alumni.
* Enable faculty to provide rigorous engaging instruction by ensuring access to necessary resources, including appropriate technology and other instructional materials as well as support from technical staff.
* Promote faculty success in their research, scholarship, and other professional responsibilities by providing direct support in acquiring necessary resources.
* Foster students’ preparation for post-graduate success, including admission to highly-regarded graduate programs, professional positions relevant to their interests, and graduate fellowships such as Fulbright Awards.
* Make a clear commitment to further diversifying the faculty and academic staff.
* Work effectively with colleagues, including respect for deadlines, collaborative problem-solving and honest communication.
* Build trusting professional relationships by acting with integrity, courtesy, and responsibility, even in stressful and demanding workplace conditions.
* Maintain required proficiencies, knowledge, and comprehension through reading relevant publications, attending trainings and professional meetings, and meeting with others in areas of responsibility.
* Manage the academic budget with efficiency and accuracy.
* Meet all required standards of confidentiality and safety.

**Minimum Qualifications**

**Education and Work Experience:**

* Terminal degree required
* 5-10 years of relevant experience

**Analytic Skills:**

* The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**

* Read and interpret a wide range of information. May interpret documents to others. Regularly write reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explain policies, listen to questions, respond, and solve problems. Speak to individuals and small groups effectively.

**Licenses, Certifications and Other Requirements:**

* Meets driver’s eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy.*

**Physical Demands:**

Work is often performed in a typical non-office environment requiring:

* Standing and/or walking for extended periods of time
* Reaching by extending hand(s) or arm(s) in any direction
* Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
* Basic agility for lifting and maneuvering large amounts of weight
* Communication skills using the written and/or spoken word
* Vision sufficient to see objects within normal parameters, peripherally and at a distance
* A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
* Some degree of exposure to physical risk

While performing the duties of the position, the employee may occasionally lift and/or move 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

Travel and evening and weekend hours for meetings and events are necessary for the successful execution of this position.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties, as assigned by the President, necessary for the effective operation of the College.

# Non-Discrimination Policy:

# Saint Michael's College is committed to equal opportunity. It does not discriminate against students, employees, or applicants for admission or employment, on the basis of race, color, gender, age, national origin, ethnicity, religion, disability, sexual orientation, gender identity or physical characteristics.

Likewise, Saint Michael's is committed to creating an environment that values and supports diversity, equity and inclusiveness across our campus community and encourages applications from qualified individuals who will help us achieve this mission.

**Review of applications will begin on October 14, 2019 and continue until the position is filled.**