



Position Title: VP of Academic Affairs
Reports To: President/CEO
Classification: Exempt
WC Code: 8868
Position Type: First Level Administrator

Position Overview: As the University's Chief Academic Officer, the Vice President of Academic Affairs presides over all academic matters. The office aims to create an educational environment that is both academically and culturally enriching for students and faculty. This goal is pursued by overseeing the recruitment of capable and knowledgeable faculty to deliver the University's programs. The office also takes charge of assessing the current relevance and future needs of these programs, as well as determining the necessity of new programs. Ensuring that all existing and future programs adequately prepare students for entry-level positions in their chosen careers or for further studies towards a four-year degree is part of the office's responsibility. Additionally, the Vice President of Academic Affairs oversees the provision of resources and facilities necessary to meet these educational requirements. Supervision and assurance that all subordinates fulfill their duties and responsibilities also fall under the purview of the Vice President of Academic Affairs.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

7. Insure and coordinate that the Program Participation Agreement (PPA) which requires that the (PPA) reflects the programs approved by the USDOE to receive Financial Assistance. The specific program title needs to receive approval from the regulating entities and the University records need to reflect the enrollment of each student under the appropriate program designation. The offices of Academic Affairs, Director of Financial Aid, and the University Registrar properly accomplish this task under their jurisdiction.

8. The establishment of the organization of the academic divisions, departments and classes of the University for an academically efficient operation.
9. Oversees credentials of the teaching staff, to ensure required levels.
10. Oversees the proper coordination of the master schedule, course offerings and potential faculty pool.
11. Participates in the University Curriculum Committee.
12. Ensures proper implementation of the decisions of the Curriculum Committee's academic course and program decisions.
13. Revises and develops programs and courses in conjunction with the Administrators, Division and Department Heads, and the faculty.
14. Ensures the validation of the Diagnostic and ability to benefit tests and the nursing and imaging programs' entrance tests, administered by the appropriate personnel.
15. Supervises the Division Heads in regard to their particular divisions or departments.
16. Oversees the development and proper distribution of the course syllabi and the collection of the permanent Institutional File of Syllabi.
17. Ensures the publication of the University Catalog, the Faculty Handbook and the Course Numbering System and their implementation.
18. The organization and implementation of the Faculty In-Services.
19. The organization and implementation of the Faculty Annual Course/Program Planning and Evaluation Week each year.
20. Yearly reporting of the departments and divisions' proposals developed by these groups during the Week of Planning and Evaluation and the implementation of the same.
21. Ensures that the evaluation and assessment of students' outcomes is properly conducted by each academic division.
22. Provides the Strategic Planning Committee with an assessment of the needs of the academic divisions.
23. Writes surveys of appropriate University community personnel, under the guidance of the Office of Planning and Evaluation.
24. Oversees the development and expansion of the library and media resources of the University, which are under the direction of the University Library Director.
25. Oversees and reviews the Library and Academic Division's budgets, in conjunction with the Campus Deans.
26. The continuing contact with neighboring higher educational institutions for the exchanging of ideas, educational concepts and update of articulation agreements.
27. The maintenance of contacts within the business and professional worlds.
28. Implements and distributes information from conferences and seminars with the appropriate college community personnel (Administrators, Division Heads, Department Heads, Faculty and students).
29. Continuously oversee actions for improvements at campus level sited in the V.P. of Academic Affairs' Planning, Assessment, and Implementation Form.
30. Oversee compliance with licensing and accrediting organizations.

Qualifications:

- Doctorate degree from a regional accredited institution.
- Ten or more years of senior administrative level leadership and experience in higher education with a demonstrated student-centered philosophy of education, instruction, and research.

- Demonstrated experience with strategic planning and leading ongoing efforts of the University to meet accreditation standards.
- Clear understanding of national education policies
- Knowledge and experience in curriculum development and innovation
- Demonstrated commitment to academic quality and standards.

Other responsibilities:

- Serves as Chair of the Curriculum Committee.
- Acts as a liaison of the Americans with Disability Act (ADA)

Job Type

Full-time.

Working Conditions

General office working conditions. Noise level is at normal office capacity.

Physical Demands

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

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses and needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Benefits:

- Health insurance (medical, dental, vision)
- Paid Time Off
- Tuition waiver
- Tuition reimbursement
- 401(k)
- 401(k) matching
- Life insurance

Note: The use of computers and University resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>