



## VACANCY NOTICE

Posting Date: May 26, 2009

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**POSITION:** Associate Vice President for Academic Affairs

**STARTING DATE:** September 1, 2009 (negotiable)

**DUTIES:**

- Assist the Vice President of Academic Affairs (VPAA) to develop and/or revise policies, procedures, guidelines, and other documents that are authorized to be initiated in the Office of Academic Affairs
- Assist the VPAA to establish and implement short- and long-range department goals, objectives, policies, and operating procedures
- Assist the VPAA in development of the academic portion of the *Employee Handbook*
- Assist the VPAA and the College Deans to ensure faculty are in compliance with Athens State University's academic policies and procedures, educational policies, and accreditation standards
- Assist the VPAA and the College Deans to ensure strong remediation processes and procedures for faculty who do not attain the desired educational and pedagogical outcomes for each course and program
- Assist the VPAA in the retention, tenure, and promotion process, as appropriate
- Assist the VPAA in the faculty grievance process as a representative of the Office of Academic Affairs, as appropriate
- Assist the VPAA in the student academic grievance process in cooperation with the Student Academic Grievance Committee
- Assist the VPAA to investigate student problems as required by reviewing courses, and interviewing Faculty, Instructional Services Staff, Academic Advisors and others, as appropriate
- Assist the VPAA to monitor the completion of traditional and distance learning course evaluations for faculty
- Coordinate collection of Teaching Load Credit data and ensure proper application of Faculty Workload policy
- Collaborate with the Center for Instructional Technology, the Deans, the Distance Learning Committee, faculty trainers, online mentors, and other personnel to identify, promote, and implement faculty development
- Assist the VPAA with special departmental projects, initiatives and tasks, as appropriate
- In the Vice President's absence and upon request, serve as:
  - Chair of the Academic Council
  - Representative on the Administrative Council
  - Representative on the President's Cabinet
  - Representative on the Strategic Planning Committee
  - Ex-Officio member on the Master Planning Committee
  
- Serve as liaison for the VPAA to internal directors, departments and groups within the University and also to external groups, agencies, or businesses, as required
- Provide leadership for the Center for Instructional Technology to include ensuring the implementation and management of innovative technology resources for the University traditional and distance learning programs. This includes technology related to faculty training, course development, course management, student orientation, and student and faculty customer service.
- Assist faculty with distance learning curriculum development, monitor distance learning courses for quality assurance, and ensure continuous improvement with distance learning, in conjunction with the Center for Instructional Technology and the Distance Learning Committee

- Assist the VPAA and the College Deans to ensure faculty demonstrate a strong, student-focused educational environment with consistent adherence to course rubrics, student competencies, and course pedagogy for traditional courses and distance learning courses
- Communicate with the VPAA on a regular basis regarding distance learning course curriculum content issues and educational delivery issues
- Assist the VPAA with SACS reaccreditation efforts, as required
- Coordinate five-year academic program review for SACS
- Assist academic units undergoing individual accreditation reviews to monitor collection and dissemination of necessary data
- Assist the VPAA to monitor and evaluate distance learning program effectiveness and effect changes required for continuous improvement

**QUALIFICATIONS:**

- An earned doctorate from an accredited college/university is required in a relevant discipline
- Three to five years of progressively responsible experience in administration or academic affairs to include budgeting, strategic planning, policy development, and curriculum development.
- A minimum of five years of teaching experience is required to include experience with distance learning technology.
- Knowledge of emerging information technologies and relevant software, academic computing and networking environments is preferred.

**SALARY:**

Athens State University Salary Schedule C1 (\$73,179 - \$104,612)

**APPLICATION PROCEDURE:**

Applicant must submit an application package to:

Office of Human Resources  
Athens State University  
300 North Beaty Street  
Athens, AL 35611

A complete application package consists of:

- Athens State University Application of Employment
- Personal letter of application
- Resume
- Unofficial transcripts from the college or university from which the highest degree was conferred. Upon an offer of employment, official transcripts from all colleges and universities attended must be submitted. Continued employment is contingent upon receipt of transcripts from all colleges and universities attended.
- At least one Letter of Work Experience in writing from current or previous employers confirming the required and/or preferred level of experience as stated in the 'Qualifications' section. All professional letters must be original, on letterhead, and signed by the writer.

**APPLICATION DEADLINE:**

- Complete application packages must be received in the Office of Human Resources no later than **4:30 p.m., Thursday, July 2, 2009**, to ensure consideration.
- Application materials may not be submitted via e-mail.
- Applicants who fail to submit all required information by the deadline will be disqualified.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

*Athens State University is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Athens State University will make reasonable accommodations for qualified disabled applicants or employees. The University reserves the right to withdraw this job announcement at any time prior to the awarding.*