

## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **VICE CHANCELLOR FOR ACADEMIC AFFAIRS (Executive Salary Range 1)**

##### **CLASS PURPOSE**

The Vice Chancellor for Academic Affairs reports directly to the Chancellor and serves as the Chief Academic Officer of the District. The Vice Chancellor oversees all academic and student affairs functions within the Peralta Community College District, including policy development, implementation management, and multi-campus coordination. As the Chief Academic Officer of the District, the Vice Chancellor serves as a facilitator, advocate, and developer of proven systems in support of faculty and student academic development. The Vice Chancellor is a member of the Chancellor's Cabinet, and serves as chair for both the Academic and Student Affairs Councils of the four community colleges in the District.

##### **EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Oversees the academic enterprise consistent with the District's vision and mission, blueprint and standards or academic and student affairs.
- Reviews and makes recommendations on curriculum/program requests, including mission-changing requests.
- Oversees production of reports, including enrollment, IPEDS, and programs offered/programs completed.
- Works with the other administrators to identify data sources, develops definitions, and determines data collection mechanisms.
- Makes recommendations on district level accreditation issues and follow-up, and serves as a liaison to the accreditation commission.
- Works with the Peralta Federation of Teachers (PFT) to develop and recommend an annual system academic calendar.
- Works with the District Academic Senate (DAS) and PFT to review institutional tenure policies and recommendation for quality and consistency.
- Provides necessary District leadership for dual enrollment courses to be offered at the high schools.
- Participates in statewide activities involving instruction and student services personally or through proxy.
- Supports and coordinates effective articulation practices at the colleges and throughout the district.

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- Identifies, develops, and implements collaborative efforts among campuses to effectively increase access and completion, where appropriate.
- Provides oversight of enrollment management and initiatives.
- Develops and supports equity and inclusion policies and activities for faculty, staff and administrator hiring.
- Engages the Peralta Student Council in academic issues affecting students as a voice in participatory governance.
- Identifies and responds to high priority state needs for curriculum opportunities intended to expand the region's economy and provides high value/quality employment opportunities.
- Serves on various councils/committees, as necessary.
- Provides District leadership for SSSP and Student Equity issues.
- Provides leadership for a variety of district-wide instructional services, including course/program development, instructional planning and curriculum review and approval processes; reviewing needs and developing plans for distributed learning; developing policies and procedures for maintaining course outline master file, assuring currency, legality and maintenance of strong academic standards.
- Coordinates instructional planning and support for the Vice Presidents of Instruction of the colleges and Continuing Education.
- Coordinates District instructional services to assure compliance with local and state regulations.
- Coordinates the development, implementation, and review of information technology applications that support curriculum, and instructional services and enrollment management initiatives.
- Coordinates with Staff Development Officer and DAS instructional design and critical pedagogy professional development.
- Supervises the Peralta District's International Education Programs and Services.
- Develops intercultural and institutional bridges in the recruitment and admissions of international students.
- Designs services and opportunities to support the successful integration and acceptance of international students.
- Oversees the recruitment and outreach efforts of international and out of state students, identify and recruit international and out of state students to study in the Peralta Colleges in collaboration with other appropriate units.
- Seeks resources to support and develop international education activities related to globalizing the curriculum, articulation, staff development, reciprocity with partner institutions abroad, international workforce development and study abroad programs.
- Supervises AC Transit program for the District, works with AC Transit managers, and monitors contract between PCCD and AC Transit.

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- Provides leadership on curricular and instructional issues for faculty and administrators.
- Provides leadership, as well as coordinates the regular evaluation of Distance Education/Online Education and instructional technology to ensure systems are current and practices are effective.
- Develops grant initiatives and other activities related to workforce training and economic development within the region. Oversees and monitors federal, state and local agency collaborative and special projects.
- Coordinates collaborative activities related to instruction, articulation, and program development and partnerships with K-12 schools, other community colleges, universities, and the community.
- Provides leadership in the development and delivery of distributed learning ensuring that it meets the District's mission in compliance with state regulations, is integrated into the District's curriculum approval process, and is supported by the necessary infrastructure, training, and technical assistance.
- Develops and administers the Office of Academic Affairs program and operating budgets, establishing monitoring procedures, and preparing required financial records and reports.
- Interprets and communicates state and federal regulations as they impact curriculum, workforce development and international education, makes recommendations regarding programs, standards and policies and procedures to ensure compliance and to meet District goals.
- Initiates long-range planning and research to support the development and review of instructional programs in accordance with student needs and the needs of business and industry.
- Collaborates with student services on curricular actions that impact student matriculation, prerequisites, class schedule and catalog development, and degree and program requirements.
- Recommends, hires, supervises, and evaluates the Office of Academic Affairs staff.
- Performs related duties as assigned by the Chancellor.

**Knowledge, Skills and Abilities:**

- Background in higher education instructional services, including course/program development, instructional planning, and curriculum review and approval processes.
- Experience in coordinating instructional planning and support to assure compliance with local and state regulations.
- Experience in coordinating the development and implementation of information technology applications that support curriculum, instructional services and enrollment management initiatives.
- Understanding of curricular and instructional issues encountered by faculty and administrators.
- Experience in developing and delivering distributed learning.
- Background in developing grant initiatives and other activities related to workforce training and economic development within the region.

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- Experience in seeking resources to support and develop international education activities related to globalizing the curriculum, articulation, and staff development.
- Experience in developing collaborative activities related to instruction, articulation, and program development and partnerships with K-12 schools, other community colleges, universities, and the community.
- Ability to communicate effectively in writing and orally.

### **MINIMUM QUALIFICATIONS**

- Possession of a Master's Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
- Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

### **DESIRABLE QUALIFICATIONS**

- Possess a doctorate from an accredited college or university.
- Increasingly responsible senior leadership experience in higher education administration.
- Demonstrated experience in community involvement and institutional advocacy, including resource development.
- College faculty experience in a classroom or non-classroom capacity.
- Broad understanding of higher education issues pertaining to community colleges, and comprehensive, baccalaureate, and research universities, as well as K-12.

### **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

### **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping

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- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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