



VERMONT STATE COLLEGES

Job Classification Description

DEAN OF ACADEMIC AFFAIRS Non-Bargaining Unit

**Grade 20
Exempt**

BASIC FUNCTION

To plan, implement, manage and supervise all academic programs and personnel at the college in compliance with the VSC Board of Trustees' policies and procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Recommend plans, policies and procedures for all academic programs at the college.
- Manage staffing plans which provide for the continuous identification, selection, utilization and evaluation of college personnel who meet systemwide appointment and performance standards.
- Provide professional leadership in recruiting, maintaining and developing academic personnel.
- Administer the academic personnel review process for appointment, reappointment, termination, promotion and tenure; make written recommendations to the President under policy and contract provisions.
- Oversee the development, approval, staffing, support and evaluation of academic courses and degree programs, including general education programs, basic skills and graduate programs.
- Work with Department Chairpersons on academic and personnel matters.
- Serve as principal officer for reaccreditation and as liaison with regional accrediting agencies with special attention to the mission of the college.
- Provide general supervision for the records office, library, academic computing, continuing education, special programs, graduate programs, and summer session.
- Administer the Faculty Federation contract.
- Review and recommend to the President awards for advance study grants, sabbaticals, requests for leaves of absence and merit pay.
- Act as the responsible executive officer of the college in the extended absence of the President.
- Serve as the appeals officer for students with academic grievances or special problems.

Dean of Academic Affairs, Continued

- Represent the college on committees, councils, task forces and other groups directed by the Office of the Chancellor and/or the Board of Trustees.
- Work with college and system councils to develop college and systemwide policies and procedures in academic affairs.
- Keep abreast of current developments in academic programs and educational requirements.
- Perform other related duties as assigned by the President.

SUPERVISION RECEIVED

General supervision is received from the President.

SUPERVISION EXERCISED

Administrative and functional supervision of faculty and support staff within the academic departments and programs.

MINIMUM QUALIFICATIONS

Ph.D. in an appropriate discipline, plus five to ten years of relevant teaching and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Thorough knowledge of higher education principles, practices and procedures.
- Thorough knowledge of teaching techniques and methods.
- Experience as a competent faculty member demonstrated by professional achievement and scholarly accomplishments.
- Ability to exercise judgment and discretion in applying and interpreting college policies and procedures.
- Relevant experience in writing with scholarly publishing experience.
- Ability to deal effectively with a wide range of individuals/groups inside and outside of VSC.
- Ability to relate academic or special program functions to overall college programs and goals.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.