

## **VICE PRESIDENT OF INSTRUCTION**

### **GENERAL STATEMENT:**

Serves as the Chief Instructional Officer of the College and provides supervision for academic, workforce, community services programs, and Learning Resource Centers at Athens, Terrell, Palestine, Kaufman, and TDCJ Campuses, Distance Education Program, Institutional Planning, Research, and Effectiveness, and Grants and Special Projects.

### **REPORTS TO:**

President

### **OCCUPATIONAL GROUP:**

Administration

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in a teaching discipline or appropriate education program; Doctorate preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years work experience in the area of higher education involving supervision of personnel and teaching.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Serve as the Chief Academic Officer of the college instructional programs.
- Supervise the following programs: Academic Education, Workforce Education, Community Services, Learning Resource Centers at Athens, Terrell, Palestine, Kaufman, and TDCJ Campuses, Distance Education Program, Institutional Planning, Research, and Effectiveness, and Grants and Special Projects.
- Supervise the development, implementation, communication, and evaluation of the curriculum and educational policies.
- Promote excellence in instruction, supervise the evaluation of instructional programs and faculty, and encourage instructor professional development.
- Recommend employment, promotion, retention, and dismissal of faculty and instructional administrators.
- Develop the annual instructional departmental budget and supervise its operating implementation during the year.
- Oversee the development of the college calendar, college catalog, faculty handbook, and instructional class schedules.
- Promote positive leadership and goodwill while communicating with faculty, students, instructional administrators, college personnel, the community, and other constituencies.
- Identify and implement collaborative programs and initiatives such as articulation agreements with universities, dual credit articulation agreements with ISDs, and creation of business, industry and community partnerships.
- Responsible for compliance with Southern Association of Colleges and Schools (SACS) and Texas Higher Education Coordinating Board (THECB) guidelines in the instructional area.

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- Provide leadership for the development and functioning of standing advisory committees and ad hoc committees as necessary.
- Serve as a member of the President's Council and advise the President on policy development and other issues pertaining to the College.
- Represent the college by participating in and on various state and local councils, committees, boards, organizations, and community and educational association meetings.
- Teach classes as assigned.
- Other duties as assigned by the President.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised 12/1/11*

JD270