

ASSOCIATE VICE PRESIDENT OF
ACADEMIC AFFAIRS

GENERAL STATEMENT:

Serves as the lead administrator for the academic programs of the College and provides supervision for the Language Arts Division, Science and Mathematics Division, Social Sciences Division, Fine Arts Division, and Kinesiology Division. Provides leadership and oversight for various student performing groups, including Choir, Band, Cardettes (drill team), and drama.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in teaching discipline; Doctorate preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Five (5) years of work experience in the area of higher education involving supervision of personnel; Community college teaching and administrative experience is preferred.

OTHER:

Demonstrated ability to provide leadership for community college academic education programs. Knowledge of the Texas Higher Education Coordinating Board policies and procedures relating to performance measures and academic education programs.

DUTIES AND RESPONSIBILITIES:

- To serve as an institutional leader of student learning in academic education.
- To supervise and coordinate the academic divisions and programs of the College.
- To supervise and oversee the following student performing groups: Band, Choir, Cardettes (drill team), and Drama.
- To work closely with the academic division chairs and performing group department heads in the areas of personnel employment and supervision, curriculum development and revision, budget development and oversight, scheduling and program and personnel evaluations.
- Serves as liaison with the Southern Association of Colleges and Schools (SACS), to ensure adherence to SACS criteria for accreditation. Monitors all College accreditation efforts.
- To oversee the recruitment of full-time and part-time personnel in areas of supervision.
- To interview and recommend the employment of new personnel to the Vice President of Instruction.
- To assist with the professional development of full-time and part-time faculty.
- To make recommendations concerning curriculum additions, deletions, and revisions.
- To recommend annual catalog changes relating to academic education.
- To supervise the preparation of budgets for academic divisions and other direct reports.
- To supervise budget expenditures.
- To supervise the evaluation of instruction in the academic divisions.
- To approve textbooks and other instructional materials used in academic classes.
- To assist with the implementation of policies and directives mandated by the Texas Higher Education Coordinating Board concerning academic courses and programs.

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- To calculate faculty workloads and recommend additional compensation for extra teaching or other responsibilities such as serving in a supervisory capacity, major curriculum development, chairing special committees, etc.
- To supervise the completion of Special Assignment Agreement Forms for full-time and part-time faculty.
- To assist with the administration of academic concurrent classes taught in area high schools.
- To assist with the scheduling and supervision of academic classes taught in the Texas Department of Criminal Justice units.
- To assist with facilities planning for academic areas,
- Other duties as assigned by the vice president of instruction or other appropriate supervisory personnel.

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: 12/1/06

Revised 09/04/09