COMMUNITY COLLEGE OF ALLEGHENY COUNTY
ADMINISTRATIVE POSITION DESCRIPTION

DATE REVISED: September 2022  CAMPUS: College Wide
SUPERSEDES: All Previous  DEPARTMENT: Office of the Provost

POSITION: Provost and Vice President for Academic Affairs

REPORTS TO: College President

POSITIONS REPORTING TO: Dean of Faculty and Academic Affairs; Dean of Nursing, Allied Health and Sciences; Dean of Business and Technology; Dean of Humanities, Mathematics and Social Sciences; Director of the Virtual Campus; Endowed Professor for Teaching and Learning; Endowed Professor for Technical Curriculum; Endowed Professor for Applied Technology; Assessment Facilitator; and, Registrar.

SALARY: Grade 22

**Position Profile**

Reporting directly to the College president, the provost and vice president for academic affairs is a member of the College’s senior leadership team and is responsible for providing vision and driving change in the areas of educational policy, instructional planning, program review, academic personnel actions, faculty development and resource planning and allocation. The provost must have the ability to lead, inspire and execute the academic vision and strategy of the College. The provost must have the ability to build and maintain strong and collegial relationships with students, faculty, staff, administrators, alumni, members of our governing board, the legislature and executive branch.

**Essential Duties and Responsibilities**

- Serves as the Chief Academic Officer of the College.
- Articulates the long-term vision and strategic plan to guide the development of Academic Affairs at the Community College of Allegheny County (CCAC).
- Supervises efforts to promote the principles of accreditation for the Middle States Commission for Higher Education, and meets regional accreditation standards, as well as specialized accreditation where appropriate.
- Ensures the effective use of teaching and learning facilities both on ground and virtually.
- Responsible for providing leadership for the development and implementation of appropriate professional development opportunities for faculty, as well as supporting in the areas of promotion, recognition and professional accomplishments.
- Works with Chief DEI Officer to ensure that equity is at the forefront of academic affairs.
- Provides leadership to strengthen articulation and collaborative activities with other educational institutions, including the K-12 system and other higher education institutions, as well as public agencies, business, and industry.
- Represents the College at community activities by actively participating in community organizations which support and strengthen the College’s programs and activities.
- Oversees processes that assess academic effectiveness, incorporates the principles and practices of curriculum development, evaluates student-learning objectives, and improves student learning outcomes attainment.
- Guides and supervises the development, implementation, evaluation, and periodic update of the College’s Academic Master Plan.
- Provides leadership for the development, implementation, and enhancement of CCAC’s assessment activities to ensure the identification of expected outcomes in its educational programs, assess the extent to which outcomes are achieved, and provide evidence of improvement based on analyses of the results of that assessment.
- Responsible for fostering and supporting innovation and continuous improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creating/sustaining recognition and incentives which support and enhance student success.
- Cooperates with Human Resources to recruit instructional personnel, including from Historically Black Colleges and Universities (HBCUs).
- Performs other duties as assigned by the President.

**Qualifications**

- An earned doctorate from a regionally accredited institution is required.
- Qualifications appropriate for a tenured appointment in an academic department of the College are strongly desired.
- Three to five years full-time teaching experience in higher education required.
- Significant senior-level academic, administrative and leadership experience serving a diverse student population, preferably in a multi-campus, unionized institution.
- Proven record of supporting and carrying out Diversity, Equity and Inclusion work in an educational setting is strongly desired.
- Community college experience is highly preferred.
- Demonstrated experience in and commitment to working collaboratively with faculty and academic staff, and experience in a collective bargaining environment.
- Experience with regional and specialized accreditation agencies, curriculum development and implementation, including developmental education, instructional technology planning, and program assessment.
- Proven record of accomplishment of effective budget and resource management linked to institutional and departmental planning and assessment.
- Demonstrated leadership exemplified by the successful implementation of student success initiatives derived from campus innovations and national initiatives, such as Achieving the Dream, Completion by Design, and Jobs for the Future.
- Commitment to collegial, consultative processes in a shared-governance environment.
· Experience with the operational and financial management of a complex academic institution, including strategic planning, policy development, budgeting, and personnel administration.
· Demonstrated evidence of effective collaboration with external stakeholders and forming relationships and partnerships using the application of personal attributes.
· Excellent oral and written communication skills.

**Applications**
For best consideration, please apply by: **January 17, 2023**

<table>
<thead>
<tr>
<th>For confidential inquiries or additional information, please contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Golder, J.D., Vice President of Search Services, Association of Community College Trustees, (202) 775-4466 (o); <a href="mailto:jgolder@acct.org">jgolder@acct.org</a></td>
</tr>
<tr>
<td>Or</td>
</tr>
<tr>
<td>Vickie Vaipulu, ACCT Search Recruitment Specialist, (951) 961-6513 (m), <a href="mailto:vaipulu.vickie@gmail.com">vaipulu.vickie@gmail.com</a></td>
</tr>
</tbody>
</table>