

Draft Position Description

Assistant Vice President for Academic programs

Position: Assistant Vice President Academic Affairs: Academic Programs

EEO No. AA 1-14

About the University: The University of Louisiana at Lafayette is a Research University with High Research Activity public institution with an enrollment of approximately 18,000 students with a full-time faculty of 600. UL Lafayette consists of nine degree-granting units. The Commission on Colleges of the Southern Association of Colleges and Schools accredits the University of Louisiana at Lafayette. Further information regarding the University and the Office of Academic Affairs is available on the University's web page at <http://.louisiana.edu>

Position: The University of Louisiana at Lafayette invites applications for an Assistant Vice President for Academic Programs. The Assistant Vice President for Academic Programs is a member of the Provost's Leadership Team and reports directly to the Provost and Vice President for Academic Affairs. This position assists with academic administration, policy, and planning and leads campus-wide initiatives at the direction of the Provost. The Assistant Vice President supports the mission, values, and priorities of the University's Strategic Plan. In particular, the Assistant Vice President is responsible for nurturing excellence in curriculum and program development and working closely with the Provost on strategic initiatives to achieve academic excellence.

Areas of Responsibility

The Assistant Vice President for Academic Program endeavors to fulfill the university's core mission through facilitating the development of high-quality academic programs, and innovative educational programs. The Assistant Vice President Academic provides leadership, support, and project management in the essential area of academic programming. The overall intent of the position is to support our programs, departments, and schools in building and sustaining outstanding programs, and student learning. The responsibilities of the Assistant Vice President for Faculty Affairs include, and may expand beyond, the following:

- Provides support to the Provost and Vice President for Academic Affairs
- Directs academic program reviews and curriculum, new program development, and assessments
- Maintains academic policies and standards, including benchmarking with peer and aspirational institutions to ensure academic quality and competitiveness
- Supports specialized accreditations and processes for academic quality assurance
- Develops articulation and memoranda of understanding in collaboration with academic programs
- Coordinates development of a liberal arts and sciences, general education that meets state standards
- Oversees the annual assessment process of academic units to ensure continual progress
- Address program issues
- Supervise the Curriculum Manager in the development of the academic catalog processes

Qualifications: An earned doctorate or terminal degree required. The candidate shall have five to seven years experience in a leadership role in higher education (Dean, associate dean, department head, etc.), and teaching experience at the university level. This position is a 12-month administrative appointment. Salary and faculty rank commensurate with experience based on demonstrating a record of teaching, research, scholarship, and creative activity to support a tenured faculty appointment in one of the University's academic departments.

Applications: Candidate review will begin immediately. Additional materials, of the candidate's choice, may also be sent. Send applications to:

Dr. James Henderson
Provost and Vice President for Academic Affairs
University of Louisiana at Lafayette
P. O. Box 41812
Lafayette, LA 70504