

POSITION ANNOUNCEMENT

JOB TITLE	EXECUTIVE VICE PRESIDENT/VICE PRESIDENT, ACADEMIC AFFAIRS														
TYPE OF VACANCY	SENIOR MANAGEMENT														
SCHOOL/DEPARTMENT	ACADEMIC AFFAIRS														
SUMMARY:															
<p>The Executive Vice President has direct administrative responsibility for the Office of Academic Affairs with the primary mandate being to ensure that students receive a quality education and the faculty is supported to meet the highest standards of research and teaching.</p> <p>The Executive Vice President for Academic Affairs (EVP/VPAA) serves as the Chief Academic Officer of The College of The Bahamas, a member of the President’s senior team and has responsibility for all administrative duties as delegated by the President.</p> <p>Pursuant to the College of The Bahamas Act, 1995, whenever the President is absent from The Bahamas or is for any reason unable to perform the functions of that Office, or whenever there is a vacancy for the position of President, the Executive Vice President shall exercise and perform those functions of the President.</p> <p>The EVP/VPAA provides leadership for all educational planning, administration and academic programme development as well as recruitment, selection, orientation, and evaluation of faculty and is the principal steward in assessing campus academic programmes and works closely with senior management, Deans, Director of Testing, faculty, staff and student leadership at the College and School level to develop and implement strategic plans.</p> <p>The EVP/VPAA has direct oversight of the following areas:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">School of Business</td> <td style="width: 50%;">School of Chemistry and Environmental Life Sciences</td> </tr> <tr> <td>School of Education</td> <td>School of Nursing & Allied Health Professions</td> </tr> <tr> <td>School of English Studies</td> <td>Culinary & Hospitality Management Institute</td> </tr> <tr> <td>School of Communication & Creative Arts</td> <td>Northern Bahamas Campus</td> </tr> <tr> <td>School of Social Sciences</td> <td>Testing Services</td> </tr> <tr> <td>School of Mathematics, Physics & Technology</td> <td>Graduate Programmes</td> </tr> <tr> <td>Registrar’s Office</td> <td>Institutional Planning</td> </tr> </table>		School of Business	School of Chemistry and Environmental Life Sciences	School of Education	School of Nursing & Allied Health Professions	School of English Studies	Culinary & Hospitality Management Institute	School of Communication & Creative Arts	Northern Bahamas Campus	School of Social Sciences	Testing Services	School of Mathematics, Physics & Technology	Graduate Programmes	Registrar’s Office	Institutional Planning
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School of Mathematics, Physics & Technology	Graduate Programmes														
Registrar’s Office	Institutional Planning														
<p>DUTIES & RESPONSIBILITIES: The Executive Vice President/Vice President for Academic Affairs is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> • Perform the functions of the President during any extended absence of the President • Give leadership to strategic planning in the academic area. 															

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- Administer and lead in developing academic and faculty policies.
- Keep abreast of the needs of the nation as articulated in government papers, other documents and research findings and advise, formulate and monitor the implementation of strategic goals affecting learning and teaching.
- Liaise with the Ministry of Education, in particular, as well as other national and international bodies concerned with the development of policy and quality standards at the tertiary level.
- Maintain awareness of current developments in management and higher education.
- Spearhead efforts to establish acceptable guidelines of evaluation for instructional staff.
- Organize symposia that reflect current academic concerns and provide for discussions, exchange of view, and dissemination of research findings.
- Represent the College in fora that relate to the Academic goals and objectives established by the College Council and/or its President.
- Advise the President and assists in the decision making on matters related to academic policy including faculty, staff and student development and retention.
- Initiate contacts and maintain ongoing relationships with other colleges and universities for curriculum trends and other consortia arrangements.
- Provide input to committees in charge of honors convocation and commencement.
- Work collaboratively with Deans to coordinate academic programs and enhance system-wide academic development.
- Has stewardship over all unit budgets reporting to the Vice President for Academic Affairs.
- Maintain communication with Deans, appropriate Directors, and Faculty.
- Provide recommendations concerning faculty selection and promotion.
- Lead efforts to establish articulation agreements with national, regional and international tertiary institutions and to monitor and maintain appropriate relationships with them
- Serve on a variety of committees and represents the College before numerous elected officials and regulatory decision makers in an effort to increase the influence of the college in driving national development
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KNOWLEDGE, SKILLS & ABILITIES:

- Current knowledge and experience in higher education
- Knowledge of the tertiary educational system in the British Commonwealth (including The Bahamas and the Caribbean) and in North America
- Strong interpersonal, problem-solving, and decision-making skills
- Leadership, vision, and communication skills
- Commitment to diversity and successful consensus building
- Ability and commitment to building the academic quality of a teaching institution with a focus on student and faculty scholarship
- Ability to interact effectively with all segments of the College community in a dynamic, evolving environment
- Ability to encourage and foster a collaborative and collegial academic environment of teaching and scholarship
- Ability to direct academic programme development, outcomes assessment, and accreditation
- Knowledge and understanding of contemporary issues in post-secondary education
- Ability to communicate effectively and to establish and maintain effective professional

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relationships with others.

QUALIFICATIONS:

- An earned doctorate from an accredited college or university
- A minimum of 5 years academic administrative experience at Dean rank or equivalent is preferred and strongly desired
- Exemplary full-time college-level faculty experience with a distinguished record of teaching and scholarship

Reports to	The President
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Salary Grade	Contractual
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Salary Scale	
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Application End Date	
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Date Published	May 12, 2011
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Date to be Removed	
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The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Executive Vice President/Vice President for Academic Affairs.