

## Vice President for Academics

### The Position

The Vice President for Academics (VPA) reports to the president and serves as a member of the College's senior leadership team. The successful candidate will demonstrate abilities in strategic thinking and planning, policy formation and implementation, and budget planning and management. In addition, the VPA must demonstrate at least ten years of successful experience in progressively responsible teaching and leadership positions.

The VPA has responsibilities for the development and administration of the College's educational programs. As chief academic officer, the VPA ensures the academic integrity of the college and supports quality enhancement and teaching excellence across all academic disciplines.

The successful candidate must be able to collaborate with deans, department chairs, and faculty to reimagine the College's academic programs for relevance and effectiveness. Demonstrated innovations in programs and methods of delivery that improve learning outcomes will be an asset.

The new VPA will take office at an opportune time in the life of Emmanuel College. Among the priorities is the implementation of a new five-year strategic plan, the review and strengthening of the undergraduate curricula, the growth of the College's fully online program, and the planning and implementation of a new graduate school slated to begin in the fall of 2022.

The VPA will face a number of institutional challenges that will require vision, planning, collaboration, transparency, decision-making, and advocacy. Among them are the following:

- Part of Emmanuel's mission as a Christian college is to integrate faith and learning. Modern culture increasingly resists the Christian message. An ongoing challenge is filling open faculty positions with committed Christians who are experts in their respective fields and who creatively integrate teaching and learning with the Christian faith.
- Developing resources is a critical need in the academic arena. Working in collaboration with the Office of Advancement, the VPA will shape a robust plan to attract financial and human resources to enhance academic quality and desired outcomes.
- In recent years, the College has increased its efforts to improve student retention and persistence. The VPA will evaluate and enhance the persistence framework and will work to improve and extend it for greater effectiveness.
- Significant progress has been made in diversifying the student body; however, the diversity of the faculty lags behind. The VPA will collaborate with Deans and Department Chairs to address this issue effectively.

## **The Portfolio**

The portfolio of the VPA includes the following:

- Reports to the president and serves on the Senior Leadership Team.
- Serves as the chief academic officer and provides oversight of the work of the Academic Deans, the academic staff, and the College's teaching faculty.
- Provides oversight of the College's curricula.
- Creates the annual operational plans and budgets for the division of Academic Affairs.
- Provides oversight of the Office of the Director of Library Services and ensures that the College's library resources are adequate to meet the needs of the academic programs.
- Provides oversight of the Office of the Registrar and ensures efficiency and accuracy in class schedules, registration, grade entry, and transcripts.
- Provides oversight of the Office of the Director of Distance Learning and ensures quality online program delivery.
- Provides oversight of the Office of the Director of the Academic Resource Center, ensuring that the academic needs of at-risk and academically challenged students are met.
- Ensures that the College's academic operations meet the accreditation requirements of SACSCOC, including oversight of the Office of the Director of the Quality Enhancement Plan (QEP).
- Is chair of the Faculty Senate and presides at all regular and special meetings of the Faculty Council.
- Coordinates with president, deans, and department chairs in the hiring of new faculty and other academic personnel to ensure that all new hires are qualified, competent, and a good fit with the mission and values of Emmanuel College.
- Collaborates with the faculty and the Office of Student Development to create plans and programs that result in greater levels of student persistence and completion.
- Leads the systematic and routine assessment of all academic programs and makes appropriate changes for continuous improvement.
- Provides oversight of the preparation of the College's catalog.
- Reviews the academic program mix periodically to determine how well programs are meeting student needs, market demands, and return-on-investment requirements.
- Collaborates with department chairs, deans, the faculty senate, the faculty council, the president, and the board of trustees regarding the formation and implementation of academic policies.
- Serves as the College's liaison to the Academic Affairs Committee of the Emmanuel College Board of Trustees.

- Assesses current usages and conditions of classrooms, other academic spaces, and instructional technology and makes recommendations for improvements to the senior leadership team.
- Issues faculty contracts annually and oversees the process for promotions in faculty rank.
- Teaches periodically as needed and as available.
- Provides oversight of faculty assessment and evaluation.
- Coordinates the work of academic advisors who assist students in the selection of courses and choices of curricula, giving special attention to students who are performing poorly and working closely with the faculty in dealing with these challenges.
- Coordinates the planning and implementation of faculty workshops and other faculty development experiences.
- Coordinates appointments of faculty and staff to college committees in collaboration with the president, vice presidents, deans, and department chairs.
- Participates in professional organizations and in personal professional development activities.

### **Professional Qualifications and Skills**

The successful candidate will possess an earned terminal degree and extensive teaching experience. A deep personal faith and commitment to Jesus Christ is essential. The views and values of the candidate must align with the College's published mission statement, core values, statement of faith, lifestyle expectations, and civic values.

The new VPA will demonstrate an extensive understanding of current conditions and trends in American higher education. The successful candidate will be comfortable and conversant across a wide variety of disciplines. Excellent fiscal skills are required. The VPA must be a good communicator and be able to lead open, collegial discussions of difficult, and sometimes, divisive topics.

Integrity, outstanding judgment, a commitment to excellence, and perseverance are a given. The successful candidate will be a proven leader who is flexible, open, solution-oriented, and decisive even in the face of calculated risk. In addition, skills in pedagogy, curriculum design, assessment and analysis, communication, and shared governance are expected.

### **Application Process**

Applications will be considered as they are received. The application window will close on April 30, 2021. Please forward the following (via email preferred) directly to the contact person listed below.

- Cover Letter
- Curriculum vitae/Resume

- Unofficial transcripts from all graduate schools attended (scans of “student issued” copies are acceptable for the application phase)
- Personal testimony from the applicant: An explanation of the applicant's relationship with God, including a brief account of accepting Christ as personal savior, church membership, and involvement in church and Christian service.
- Pastor’s letter of recommendation: Needs to be from a current pastor and to include a verification of current church attendance and/or membership, a description of the applicant’s involvement in the local congregation, and an evaluation of the applicant’s personal commitment to Christ. (Upon request, this may be supplied later in the application process.)

**Application Contact:**

Joann Harper, Director of Human Resources

Email: [jharper@ec.edu](mailto:jharper@ec.edu)

**Position Contact:**

If you have any questions regarding the position requirements, please contact Dr. Ron White, President, via email at [rwhite@ec.edu](mailto:rwhite@ec.edu) .