

Job Description

Position Title	Vice President for Academic Administration		
Business Unit		Status:	Full-Time Exempt (Salaried)
Reporting to	President	Salary Range:	To be determined

Background	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position	<p>The Vice President for Academic Administration serves as the chief academic officer of the University. The VPAA serves as the principal academic leader, responsible for fostering academic excellence, facilitating faculty development and championing student success.</p> <p>This individual should have an established record of success in academic administration and a visionary leadership style that is transformative and mission driven. The candidate should have exemplary interpersonal and communication skills.</p>

Responsibilities

- **Key Responsibilities and Leadership to the Institution:**
 - Serve as executive officer of the University in the absence of the President or at such other times as the President may designate in accordance with the institution's bylaws.
 - Maintain and implement academic policies of the University.
 - Lead the development, evaluation, and integrity of instructional programs.
 - Provide budget recommendations for academic affairs in consultation with department chairs and the Vice President for Financial Administration.
 - Represent the University at such meetings as designated by the President.
 - Prepare academic reports at least twice a year. May present directly to the Board of Trustees or serve as a basis for material included in the report by the President.
 - Serve as the secretary on the academic affairs committee of the Board of Trustees.
 - Ensure that all academic programs and activities meet accreditation standards, prioritizing integrity, and compliance.

- **Key Responsibilities and Leadership to the Faculty:**
 - Lead the recruitment, retention, and development of highly qualified faculty.
 - Foster a thriving academic environment through faculty development, communication, collaboration, and professional growth. Support shared academic governance.
 - Oversee planning and implementation of new academic programs, policies, and practices that further the mission of the institution.
 - Oversee and implement policies as outlined in the faculty handbook.
 - Evaluate the teaching faculty using appropriate instruments.
 - Collect and maintain a complete record of faculty members' transcripts, professional experience, and publications.
 - Serve as chair of the Academic Policies Committee and the Graduate Council.

- **Key Responsibilities and Leadership to the office of the Academic Vice President:**
 - Responsible for yearly updates to the University bulletin and the academic calendar.
 - Approve the yearly course offerings and class schedule in consultation with APC.
 - Approve the final examination schedule.
 - Administer academic policies approved by the faculty.
 - Oversee the English as a Second Language Program
 - Oversee the Dual Credit program
 - Oversee the Office of Student Success

- **Key Responsibilities and Leadership to the Student Body:**
 - Champion initiatives that improve student outcomes, retention, and completion.
 - Foster an environment for academic success and innovation.
 - Administer policies including attendance, travel, academic probation, transfer of records, disability and medical leave requests.

- **Key Responsibilities and Leadership to the International Student Office:**
 - Serve as or designate the Primary Designated School Official for the United States Citizenship and Immigration Services (USCIS).
 - Be familiar with the SEVIS program.
 - Make sure all rules and regulations of the USCIS are enforced.

	<p><u>Faculty & Staff Supervision</u></p> <p>This leadership role oversees the following areas on the University campus:</p> <ul style="list-style-type: none"> ▪ All Faculty departments/areas of learning ▪ The Office of Student Success ▪ Registrar/Records Office ▪ Library ▪ Various Committees
<p>Requirements</p>	<p><u>Minimum</u></p> <ul style="list-style-type: none"> ▪ Must have a strong commitment to Jesus Christ, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere. ▪ An earned doctoral degree from an accredited university; preferably a Ph.D. ▪ Minimum 5 years of demonstrated success in a higher education academic leadership role, preferably as an academic officer. ▪ High level of personal and professional integrity, presence, and ability to effectively manage change. ▪ Commitment to the mission of inspiring Knowledge, Faith, and Service through Christ-centered Education.
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	