

Warren Wilson College

POSITION: Vice President for Academic Affairs and Dean of the College

DEPARTMENT: Academic Affairs

REPORTS TO: President

POSITION SUMMARY:

The Vice President for Academic Affairs and Dean of the College is the institution's chief academic officer, reporting directly to the President and acting for the President during absences. The Vice President/Dean is responsible for administration of academic programs, curricula, and policies; faculty recruitment and evaluation; and budget planning and implementation. The Vice President/Dean also works with the Board of Trustees in areas of educational policy and management of College resources and is responsible for advocacy for the academic component of Warren Wilson College's Triad.

SPECIFIC RESPONSIBILITIES:

1. Oversees all academic programs, including the MFA Program for Writers, the Environmental Leadership Center, Worldwide and International Programs, the Library, and the Office of the Associate Dean for Faculty and Curriculum; supervises the Director of Educational Assessment and Institutional Research, the Registrar, the International Student Advisor, the Director of Undergraduate Writing, the Director of International Programs, and the Academic Affairs administrative support staff.
2. Serves as the principal College academic planning officer, acting with the input and involvement of the trustees, the other members of Administrative Council, the Associate Dean for Faculty and Curriculum, faculty, staff, and students.
3. Facilitates decisions about new faculty positions in conjunction with Faculty Body, department chairs, and the Associate Dean; staffs and supervises all search committees; negotiates hiring offers, including drafting letters of appointment and outlining primary responsibilities; hires adjuncts and part-time faculty in consultation with department and program chairs.
4. Appoints academic department chairs in consultation with faculty and the Associate Dean.
5. Fosters a sense of community and shared governance, including working with Faculty Body and the Associate Dean.
6. Plans and administers the academic portion of the budget, with input from all program heads; determines salaries for faculty and Academic Affairs staff in conjunction with the President.
7. Negotiates vacation time, family leave, or other benefits related to adjustments of work responsibilities; enforces personnel policies; handles related legal matters.
8. Coordinates responses to SACS and other accrediting agencies; chairs the First Year Experience Committee.
9. Evaluates faculty for contract renewal.

10. Maintains the integrity of academic standards and serves as an *ex officio* member of the Scholastics Standards Committee.
11. Handles student and parent appeals for exceptions to various academic policies and procedures.
12. Serves as a member of and liaison to the Administrative Council and the MFA Graduate Council; participates in college committees and meetings as appropriate.
13. Fulfills VPAA/Dean responsibilities at Commencement and other formal events.
14. Prepares documents for the Board of Trustees in the areas of academic responsibility and meets with the Trustee Education Committee.
15. Acts for the President in the President's absence.

WORKING CONDITIONS:

1. Office environment.
2. Evening and weekend work.
3. Some overnight travel.

QUALIFICATIONS:

1. Earned doctorate.
2. Record of successful teaching and professional activity, preferably in an undergraduate liberal arts college; appropriate record of professional publication or comparable scholarship in the liberal arts; administrative experience or abilities; and sufficient breadth to provide creativity and leadership for the College in all academic areas.
3. Open and collaborative leadership style that is conducive to shared governance; ability to encourage and nurture faculty development while maintaining high standards of academic excellence and achievement.
4. Ability to recognize the importance of integrative and experiential learning and the practical application of knowledge.
5. Knowledge of the philosophical foundations and current concerns of liberal arts education, and an ability to interpret the position of Warren Wilson College in the changing landscape of undergraduate education.
6. Commitment to the Warren Wilson College program of academics, work, service, international understanding, and sustainability/environmental responsibility.
7. Commitment to developing and enhancing the integration of academics, work, and service-learning within the Warren Wilson Triad.