



ANTIOCH UNIVERSITY SEATTLE

POSITION DESCRIPTION

Antioch University Seattle

Vice President for Academic Affairs and Dean of Faculty

(Revised and reposted as of May 24, 2010)

Basic Functions

The Antioch University Seattle (AUS) Vice President for Academic Affairs (VPAA) and Dean of Faculty (DOF) reports directly to the President and, as the institution's chief academic officer, serves as a key member of the President's Team to provide campus-wide leadership. In addition, the VPAA/DOF works collaboratively with the faculty in a context of shared governance.

Reporting to the VPAA/DOF are one associate dean, the two academic school deans and two academic program directors, the director of the Center for Teaching and Learning, the librarian, the grants officer, the director of Enrollment Services, and the registrar's office. The VPAA/DOF is responsible for associated staff development and team building in the office of Academic Affairs.

Other responsibilities include participation in the budgetary process and working collaboratively with a variety of faculty bodies, coordination of strategic planning activities, oversight of curriculum, new program development and accreditation processes, and faculty evaluation and professional development. The VPAA/DOF is also responsible for contributing to Antioch University academic initiatives and working with the chief academic officers of the other Antioch University campuses.

Authority and Responsibility

- Support and collaborate with academic areas including the BA Completion Program, School of Education, School of Applied Psychology, Counseling & Family Therapy, Center for Creative Change, Center for Teaching and Learning, Office of Enrollment Services, Registrar's Office, Grants Office, Library, and Dean of Students, as well as the Faculty Assembly and Faculty Leadership Team.
- Recommend to the President and President's Team an annual budget for Academic Affairs.
- In collaboration with the faculty, the President and President's Team, develop, monitor, and update the strategic plan that relates to Academic Affairs.
- Lead the implementation of strategic and action plans for Academic Affairs, including collaboratively defining goals, procedures, staffing, budgets, and timetables.
- Serve as an internal and external spokesperson and ambassador for AUS' academic mission and accomplishments.
- Nourish collaborative and positive working relationships among faculty, staff, administrators, and campus committees to support and promote the goals of AUS.
- Support and facilitate faculty grant writing and application in conjunction with the Grants Office. Oversee IRB and related due process.
- Oversee participatory processes related to Academic Affairs staff annual performance reviews.
- Oversee participatory processes related to faculty reviews.
- Develop and manage faculty compensation plan and collaborate with faculty on professional development.

- Recommend faculty reappointments and/or non-reappointments to the President.
- Assure that all records and reports for Academic Affairs are maintained including a systematic, accurate record of all components of faculty effort.
- Review and recommend updates to policies and procedures related to Academic Affairs and provide timely progress reports including outcomes-based analysis.
- Oversee all regional and professional accreditation.
- Serve as the campus liaison to the State of Washington Higher Education Coordinating Board.
- Serve on Board of Trustees' committees as assigned and provide written and/or oral reports to the Board of Trustees, the University Chancellor's Office, and the University Leadership Council as necessary.
- Serve on the Antioch University Academic Council with the other Chief Academic Officers and engage collaboratively in system-wide academic leadership.
- Perform other duties as assigned by the President.

Knowledge, Skills and Abilities

- Earned doctorate from an accredited institution with the credentials to be appointed as a senior core faculty member in one of AUS' academic departments.
- Significant experience as a teaching faculty member and scholar with graduate school experience.
- Six to ten years of successful related academic administrative experience with a commitment to shared governance.
- Significant experience with, knowledge of, and commitment to progressive higher education.
- Ability to advocate for, and collaborate with, faculty and academic programs.
- Appreciation of the mission and values of AUS, including demonstrated cultural competence and appreciation for diversity in higher education.
- Strong commitment to collaborative leadership, excellent interpersonal and communication skills, and experience working with students, faculty, administrators, and community leaders. Commitment to high integrity and open communication.
- Demonstrated ability to think conceptually and strategically. Experience implementing strategic plans.
- Experience in budget development and management.
- Knowledge and experience of the development and implementation of student learning outcomes and institutional effectiveness assessment.
- Knowledge of a variety of program delivery models including traditional classroom schedules, intensive residency, blended online approaches, and fully online academic programs.
- Demonstrated success in grant writing and fund raising in an academic arena.
- Evidence of vision, creativity, and leadership in administering diverse programs and functional areas.

Antioch University Seattle is an Affirmative Action/Equal Opportunity Employer. It is the policy of the University not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, and veteran status.