

Job Description for the
 Vice President of Academic Affairs
 Charlotte Christian College and Theological Seminary

Position Title:	Vice President of Academic Affairs	Last Updated:	2022-02-10
Department Name:	Academic Affairs	Approved by:	President
Reports to:	President	Part or Full Time:	Full Time
Classification:	Staff	FLSA Status:	Exempt

Employment: The President hires the Vice President of Academic Affairs (VPAA) for an indefinite term. The VPAA sits on the President’s Cabinet, and is an essential member of the senior leadership team. This person reports to, answers to, and is evaluated by the President and ultimately the Board of Directors. This person must be highly ethical, trustworthy, credible, loyal, and respectful, and must lead with a clear focused commitment, and who seeks creative and innovative solutions to problem solving. Duties include planning and overseeing of the annual Awards Banquet, Graduation, and the regular revision and publication of the Curriculum Guide. In the absence of the President, the VPAA conducts limited corporate business and carries out the most essential duties of the President. Furthermore, the VPAA must be an individual of stature and integrity who adheres to the institution’s “Code of Conduct” and “Doctrinal Statement,” and who maintains a personal relationship with Jesus Christ. The individual must be in full accord with the goals and objectives of CCCTS and be a capable administrator who is motivated by a spirit of servant leadership. Further, this person must be an impartial administrator who commands the respect of colleagues, benefactors, and students.

Responsibilities: Among the many responsibilities of the VPAA are the following:

- A. Coordinate the academic and curricular programs including general supervision of program development and the assurance that course syllabi and lesson plans are prepared.
- B. Assume general responsibility for the coordination of all phases of the instructional program, including class schedules, teaching assignments, teaching loads, teaching competency, and academic advising.
- C. Oversee and coordinate instructional activities of the faculty, including convening the Faculty Organization and the preparing of an agenda for said meetings.
- D. Oversee and coordinate the annual faculty evaluation, and supervise faculty policies and procedures, as well as the yearly evaluations of others within his or her realm of direct supervision as shown on the latest organizational chart.
- E. Oversee all assessment, outcomes, and effectiveness studies and work closely with the President in the strategic planning process.
- F. Supervise course modification, substitutions, and the fulfillment of degree requirements.
- G. Supervise the development and preparation of the academic calendar, and the regular revision and publication of the *Catalog*.
- H. Oversee the work of the Librarian, exercise wide-ranging supervision of the library, and provide general leadership in acquiring the library collection for implementation of the academic program and its accessibility to both students and faculty.
- I. Make recommendations regarding the academic portion of the fiscal budget.
- J. Approve all textbook selections and work with the bookstore in the ordering of the same.
- K. Coordinate the evaluation of the faculty and instructional programs, and serve as an affiliate of all faculty committees.
- L. Supervise the Registrar and faculty, and recommend initial appointment and reappointment of the same, or if necessary the termination of the same in consultation and with approval of the President.
- M. Assist in preparation of prerequisite qualifications for all instructional and administrative support staff positions connected with the instructional activities.
- N. Join and retain active membership in the Academic Conference of Academic Deans.
- O. Interface with all regulatory and accreditation agencies, and assist in related institutional assessment, planning, and advancement
- P. Is responsible to see that the seminary remains in compliance with all institutional accreditation agencies, as well as organizations (e.g., CHEA), and oversee all self-studies for accreditation and reaffirmation of accreditation with all board approved agencies.

- Q. Is responsible to see that all accreditation standards and criteria are met, protected, and in compliance at all times.
- R. Must stay informed of Federal, State, and local regulation changes and work with the President to evaluate how regulation and accreditation changes may affect the institutions viability.
- S. Possess knowledge and skills in effective problem solving and conflict resolutions strategies; effectively supervise, delegate, motivate, schedule, train, and evaluate.
- T. Supervise the planning and executing of the annual Graduation Ceremonies including location, program, rental, and distribution of regalia, ordering of diplomas, and the verification that students meet all criteria required of their degree program before graduation.
- U. Supervise the planning and executing of the annual Awards Banquet including location, program, ordering of awards, and verification that students have meet criteria for awards.
- V. Promote, establish, and development of public relations in the church and secular community
- W. Perform such other duties as are assigned by the President in order to carry out Board directives.

Educational Requirements: The VPAA must hold an EdD or the equivalence from a recognized and accredited institute of higher education, be strong in assessment, curriculum and degree development, and exemplify an impartial administrator who commands the respect of colleagues, benefactors, and students.

Experience Requirements: The VPAA must have a minimum of five years' experience in teaching and administration at a post-secondary level, exhibit academic leadership and academic administration, and possess a mastery of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Access), and exhibit the commitment and ability to master the institutional SIS/SAS system within the initial month of hire.

Competency Requirements: Must be highly skilled in organizing, time management, proficient in problem solving, knowledgeable of Title IX, ADA including Section 504, and knowledgeable of ED requirements and Title IV.

Spiritual Requirements: Must have a personal relationship with Jesus Christ, a clear Christian testimony, and a visible passion for Jesus; compassion for people; actively involved in an evangelical Christian Church; fully embrace the doctrinal positions, mission, purpose and values of CCCTS; and, commits to a lifestyle in keeping with the institution's "Code of Conduct" and "Doctrinal Statement."

Physical/Mental Requirements: Must have the ability to work in a high stress situation; able to keyboard up to four hours per day; able to stand up to four hour per day and mental capabilities sufficient to oversee a wide range of academic activities.