

Sample – Executive/Managerial Position Description
Executive Vice President for Academic Affairs
Position No. 89051

I. INTRODUCTION:

This position serves as the President's chief academic executive and advisor for the leadership, planning, and overall intercampus coordination of all academic programs for the University of Hawai'i. The role of this position is to work directly with Chancellors and Chief Academic Officers in planning, strategizing, setting directions, and developing directions for the UH system in academic programs and activities, and meeting the state's higher education needs. Responsibility includes establishing system academic policy and direction; coordinating program development between campuses to best use system resources (e.g., distance and distributed learning, international, and community/extension service programs), facilitating articulation among campuses; developing system wide executive policy; guiding overall institutional philosophy in consultation with campus executives; and overseeing the academic labor relations matters and collective bargaining negotiations.

II. DUTIES AND RESPONSIBILITIES:

Provides executive leadership in collaboratively setting the academic, training and graduate education vision, goals and strategic plans for the University of Hawai'i system. Serves as the chief academic executive and advisor to the President on academic planning and policy.

- 30% Provides leadership in coordinating, developing and maintaining system wide Board and Executive academic policies and procedures, including campus differentiation/mission focus and enrollment management policies. Manages system wide academic affairs policies, practices, and issues that span multiple campuses and require presidential and/or Board action, including system wide program proposals and review of policies, general education, system wide policies relating to assessment of institutional and system effectiveness, admission, transfer, international education, and other system policies and practices. Oversees the preparation of management and academic policy studies and reports. Coordinates policy interpretation and makes presentations and briefings to executives, the Board, and internal and external constituencies. Assists institutional planning and develops policy to ensure that the overall system and its components support student success and meet the higher education needs of the state.
- 20% Directs the University's system wide long-range academic planning process and the development and maintenance of system wide institutional plans and Board and Executive planning policies and guidelines. Assists institutions with development of new initiatives in concert with institutional missions and strategies, develops innovative strategies to coordinate intercampus activities, develops and formalizes system wide academic policy for consideration by the

President and the Board of Regents. Coordinates phased implementation timelines and strategies. Provides consultative assistance in campus academic development planning that may include student learning outcomes. Represents the University system in the state functional planning process, and serves as liaison with the counties and a variety of regional and national entities. Directs the development of linkages between the system wide academic planning and budget processes. Prepares technical analyses, studies, and reports in response to inquiries from the Board, legislature, etc. Exercises seasoned judgment in determining the means, methods and resources necessary to achieve system goals and objectives.

- 10% Responsible for overseeing the administration, organization, and operation of institutional research efforts for the system, with a focus on institutional and analytical studies that provide support for management decision making and planning. Directs analytical studies efforts, including system wide institutional assessments and accountability efforts, cost and resource developments. Oversees system wide student information and of select system wide longitudinal studies of student progression and flow, student tracking, and coordinated admission and student information database management. Provides direction and support to campuses in the evaluation and review of academic programs and ensures proper implementation of Board policies relating to academic programs. Serves on national data advisory bodies and oversees institutional compliance with federal student information mandates.
- 10% Responsible for overseeing the administration, organization, coordination, and management of system wide student affairs programs. Provides executive leadership in planning for and overseeing the management and evaluation of the Office of the Associate Vice President for Student Affairs.
- 10% Responsible for overseeing the administration, organization, coordination, and implementation of joint public-private ventures, including the State's P-20 initiative, which have as their goals improving academic achievement of learners at all levels, closing the gap between those who have traditionally been well-served by educational institutions and those who have not.
- 10% Participates in the administration of the academic human resources administration, which includes: collaborating in the development of strategies to provide system wide coordination relating to academic personnel administration, policies, practices, and compliance with collective bargaining agreements; providing consultative assistance and training to chancellors, senior executives and academic personnel administrators in the interpretation and application of the academic collective bargaining agreement, Board of Regents and University academic personnel policies and procedures; and providing academic labor relations support which includes fact-finding, grievance adjudication and resolution, and academic collective bargaining

negotiations.

5% Represents the System as academic liaison with various state and federal academic educational boards, system wide university offices, the legislature, the All Campus Council of Faculty Senate Chairs (ACCFSC), etc. Serves as the President's representative for graduate education. Initiates appropriate actions that enhance the University's academic programs and capabilities.

5% Performs other duties as may be assigned.

III. List position numbers, official position titles, and names of immediate direct reports.

As reflected in the most current official organizational chart.

IV. Authority and Decision-making Exercised

Work is performed with wide latitude for exercising independent judgment and initiative as well as decision-making under the broad policy and general operational guidelines as set forth by the Board of Regents and the President.

V. Direction and Review of Work Received

Work is reviewed by the President for results achieved.

VI. Contacts and Relationships

Work involves considerable contact with senior executives, administrators, Board of Regents, legislators, state executives, and representatives of the community.

VII. MINIMUM QUALIFICATION REQUIREMENTS:

Ph.D. in recognized field of study or its equivalent in education and experience.

Attainment of the academic rank of professor or researcher or equivalent, or have a demonstrated record of comparable professional experience prior to appointment.

Minimum of five years of experience in higher education management, institutional planning, and academic affairs, preferably in a multi-campus organization at a campus or system level.

Extensive knowledge of institutional and academic planning strategies, academic affairs, higher education organization, administrative systems, structures, and the policy formulation and research design processes common to universities and colleges, and state wide systems of higher education.

Demonstrated outstanding analytical skills and extensive knowledge of policy analysis, systems analysis, modeling and computer capabilities, and principles of organizational behavior and structure.

Demonstrated ability to formulate an academic vision and link it with internal capacities and external constraints.

Ability to establish and maintain effective working relationships with the full range of internal and external university constituents.

Demonstrated excellence in character, integrity, judgment, foresight, discretion, and communication skills.

VIII. DESIRABLE QUALIFICATIONS:

Experience as an administrator at a research university.

Demonstrated record of strong publication achievement.

Knowledge of academic programs and policies in community college and comprehensive and research universities.

Ability to work effectively in an administrative organization built around a fluid, consensus-building, and team approach to management.

Experience in creating collaborative relationships with academic and student affairs units.

Interest in the Pacific and Asia.

Knowledge of emergent developments in higher education.

Experience working with K-12 education systems.

Demonstrated ability to work in multi-cultural environments.

Experience with higher education accreditation.

Working knowledge of multi-campus systems and their administrative infrastructure and policies.