7 DAYS ON CAMPUS
POSITION ANNOUNCEMENT

TITLE: VICE PRESIDENT OF ACADEMIC AFFAIRS
DEPT: ACADEMIC AFFAIRS

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE Negotiable

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater. All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: (7 Days on Campus) CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:
Reporting to the President, the Vice President for Academic Affairs serves as the University's chief academic officer, is charged with overall administration of all academic units, and provides leadership to ensure excellence in the university's academic mission as well as and provides leadership for the academic curriculum and programs. The Vice President for Academic Affairs is responsible for setting the academic vision, ensuring effective leadership and management of academic programs, working effectively with the deans, faculty, and staff and representing the Institute's academic programs to the alumni, community, state, region and nation.

JOB FUNCTIONS:
a. Personnel Oversight and Support: 40%
   - Supervising deans, department chairs and directors
   - Oversee faculty and academic staff recruitment and development and initiatives to improve instruction
   - Enhance/Support/Provide communication and collaboration with faculty and staff
   - Provide recommendations on academic appointments, tenure and promotion matters
   - Chairing the Council of Chairs
   - Chairing the Dean's Council
   - Primary Administrative liaison to the Faculty Senate
   - Coordinating faculty tenure and merit reviews
   - Ensuring that hiring practices reflect cultural diversity
   - Overhauling, initiating and maintaining policies, guidelines and procedures relevant to this area.

b. Academic Oversight and Support: 40%
   - Contribute to and enhance, the President's vision for the university as well as the university's strategic plan
   - Support academic quality, iti.cludi11g outstanding teaching, scholarship and service
   - Overseeing curriculum and program reviews and working with deans and department chairs to ensure quality growth of undergraduate and graduate programs
   - Preparing and updating accreditation reports and oversee accreditation visits
   - Cultivating trans-disciplinary education
   - Fostering student success initiatives
   - Reviewing student appeals of curricular and classroom matters
   - Overhauling, initiating and maintaining policies, guidelines and procedures relevant to this area.

c. Supporting the financial health and external relationships of Academic Affairs 20%
   - Managing the budget for the academic division
   - Develop partnerships with industry and secondary institutions
   - Writing grants to produce external funding and supervising grand funded projects
- Commit and contribute to enhancing university and community relationships
- Support faculty efforts in outreach economic development and recruiting

The Vice President of Academic Affairs must be a visionary leader who shares a passion for NMT's mission to serve the public through education. Must be a collaborative and energetic leader who will nurture and expand relationships on campus and externally. The Vice President must possess the insight to understand and anticipate changes in the environment of higher education so as to position the Institute as an educational leader. Will establish the University at the forefront of educational innovation, discovery and progress through continued commitment to incorporating technology and enhancing students outcomes. In addition, the Vice President must:

- Have a Ph.D. or other decorate level equivalent (preference given to areas of expertise in Science and Engineering).
- Have strong academic credential and expertise.
- Possess outstanding communication and interpersonal skills, including the ability and a commitment to listening and problem solving.
- Have the ability to be a consensus builder and make decisions in timely manner.
- Demonstrate the ability to maintain and motivate a strong and effective leadership team; a commitment to a collaborative and inclusive leadership style.
- Have a track record of engaging constituents and stake holders and a commitment to accessibility and visibility.
- Have evidence of substantial administrative experience in strategic and academic planning, implementation and evaluation of educational effectiveness.
- Be committed to making a difference in providing quality education for students and aggressively addressing issues related to student success.
- Have demonstrated leadership skills with a proven record of progressive leadership in higher education or related areas.
- Be an effective delegator and developer of talent and a promoter of transparency and accountability.
- Be able to deal effectively faculty, staff, and student.
- Have strong budget management skills.
- Have a minimum of 10 years of experience in higher education.

Standards of Performance:
The VPAA is a critical position to the university. The job functions listed above will be indicators of evaluation. Collaboration with faculty, staff and other division at the university will also be a factor. Collaboration with outside agencies and other universities will also be factors in measurement of effectiveness.

Work Relationships, Work groups and Teams:
Must be able to work with the president and all divisions at NMT. Must be a good communicator and decision maker. Must develop positive relationship with all faculty, staff and student groups.

Apply to: nmtjobapps@npe.nmt.edu