Vice President for Academic Affairs and Dean of the College

The Vice President for Academic Affairs and Dean of the College is the chief academic officer of the university, and assumes responsibility for all educational activities in the undergraduate and graduate academic programs. The vice president directs faculty in planning, evaluating, and revising the curriculum and establishing the academic standards of the university.

Essential Functions

- Initiates, plans, and implements strategic planning, assessment, and optimal capacity analyses for all academic areas
- Researches, proposes, develops, and implements new or modified academic programs
- Communicates regularly with the President on all academic issues; meets regularly with the Senior Leadership Team; is staff to the Student Learning Committee of the Board of Directors.
- Oversees the accreditation relationships for the university
- Hires all regular faculty members and oversees promotion and extended contract processes making recommendations to the President and the Board of Directors.
- Oversees faculty and professional development programming in the academic area
- Ensures compliance with academic policies of the university on matters related to faculty, curriculum, and quality standards.
- Ensures oversight of all academic area budgets.
- Provides leadership for faculty governance.

Knowledge, Skills and Abilities

- possess an earned doctorate
- uphold and support the mission of the university as a Catholic institution in the tradition of the Sisters of Mercy
- committed to excellence in teaching, scholarship, and service
- be an innovative academic leader and a strategic thinker who understands the challenges to maintain quality academic programs and be nimble in their responsiveness to the marketplace
- have experience in strategic planning, budgeting, and instructional technology
- demonstrate excellent skills of collaboration and communication

Required Education and Experience: Terminal degree is required and experience in academic leadership within higher education.

Preferred Education and Experience: Ph.D. preferred

Application:
Candidates interested in this position should send a letter of interest to the President’s Office, attention Robyn Kniffen (rkniffen@csm.edu).

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.