



## POSITION ANNOUNCEMENT

The position serves the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

**Position Title:** Vice Chancellor for Academic Affairs

**Classification:** Full Time, Non-Classified, Exempt, Benefits-Eligible

**Date:** April 20, 2021

**Duties and responsibilities:** The Vice Chancellor for Academic Affairs is a cabinet-level position serving under the direction of the Higher Education Chancellor and is responsible for providing leadership and statewide policy recommendations for academic programs and services at higher education institutions coordinated through the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council). The Vice Chancellor for Academic Affairs serves as the liaison for the Commission and the Council to the West Virginia Department of Education (K-12 system).

The primary responsibilities include oversight of state-level transfer program initiatives, academic policy development and initiatives, proprietary school permitting, and the annual reauthorization process for public, private, non-profit and for-profit degree granting institutions. This position also chairs advisory committees; provides advice and assistance with curriculum and academic program development at Commission and Council institutions; coordinates programs for faculty development; represents the Chancellor at state and national meetings; and provides policy and legislative advice regarding changes in regulations affecting higher education in West Virginia.

**Knowledge, skills and abilities:** Successful candidates must have experience in developing new instructional programs and student learning assessment, as well as extensive knowledge of curricular and academic administrative issues. Applicants must possess excellent administrative, supervisory, organization and presentation skills and effectively use computers, office and email software and technology. This position requires high-level, critical communication skills, candidates must be adept at public speaking, presentations and written communications. Must be able to establish and maintain effective working relationships with administrative staff, faculty, students, state leaders and the public.

**Education and experience:** An earned doctorate in an academic field is required. At least five years of experience as a senior academic administrator at a higher education institution or coordinating/governing body is required. An equivalent combination of postgraduate level degree attainment and at least eight years of directly related experiences may be considered. Prefer candidates who have achievements in research, publication, membership in professional organizations, and/or success with educational innovations.

**Salary:** Competitive salary, commensurate with education and experience.

**Closing date:** Applications will be accepted until position is filled. Review of applications begins May 26, 2021.

**Application process:** Qualified candidates should submit a letter of interest, a current resume (or Curriculum Vitae), and the names, titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as reference and background checks. Submit all information electronically **via e-mail** with "Vice Chancellor for Academic Affairs" in the subject line to: [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu).

### Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful, and inclusive environment that values the diversity, creativity and contributions of its staff.*