

Title: VICE CHANCELLOR (CC)  
Position Number: 0089068  
Hiring Unit: Academic Affairs  
Location: Kapiolani Community College  
Date Posted: August 26, 2009  
Closing Date: September 30, 2009

Salary Information: Minimum annual salary \$97,000, commensurate with education and experience.

Monthly Type: 11 Month  
Other Conditions:

Excluded executive, full time, non-tenurial, general funds to begin approximately January 1, 2010.

#### Duties and Responsibilities:

- \* The Vice Chancellor for Academic Affairs (VCAA) is a key member of the Chancellor's executive leadership team and is charged with the overall administration, coordination, management, development, excellence and integrity of the Office of Academic Affairs of the college.
- \* The Vice Chancellor, who reports directly to the Chancellor, provides direct overall leadership of the Office for Academic Affairs, which includes the three major academic clusters of Arts & Sciences, Health Education, and the Business, Hospitality and Legal Education cluster; four major academic resources support units of the Center for Excellence in Learning, Teaching and Technology (CELTT), the Library & Learning Resources (LLR), the Curriculum Resources & Emphases; and the Gallaudet University Regional Center for the Pacific Region.
- \* The Vice Chancellor provides leadership to the overall academic development of the college and ensures compliance with all applicable university regulations regarding curriculum and programs; oversees activities of academic affairs personnel and assures that performance is at an acceptance level; supervises and evaluates staff and program outcomes; and recommends to the Chancellor of the college personnel transactions that relate to hiring, leaves, evaluations, and terminations.
- \* Working within a collegial and collaborative environment and seeking input utilizing data-based decisions and policies, the Vice Chancellor provides critical, innovative, and effective leadership in planning, policies, procedures and guidelines in addition to setting broad program goals, missions, and priorities for the college's academic and academic support programs in managing resources including budgets and academic personnel, and ensuring implementation of applicable statutes, regulations, and policies. In collaboration with stakeholders and the Office for Institutional Effectiveness, oversees program accreditation application, assessment, program reviews, and outcomes, self-studies, reports, and processes.
- \* Serves as a catalyst for an open, clear, effective, coherent and rational vision for future growth and development of academic and academic support programs and services by collaboratively working with college administrators, faculty, staff, students and community groups.

- \* The Vice Chancellor of Academic Affairs serves as the academic liaison within the University community as well as with various related committees, state and federal agencies and infuses a broader perspective throughout the college in support of the college's and systems mission and goals. The Vice Chancellor may serve as the Acting Chancellor in his/her absence.
  - \* Responsible for the overall administration, coordination, management, development, excellence and integrity of the Office of Academic Affairs of the college.
  - \* Provides direct overall leadership of the Office for Academic Affairs, which includes the three major academic clusters of Arts & Sciences, Health Education, and the Business, Hospitality and Legal Education cluster;
  - \* Oversees four major academic resources support units of the Center for Excellence in Learning, Teaching and Technology (CELTT), the Library & Learning Resources (LLR), the Curriculum Resources & Emphases; and the Gallaudet University Regional Center for the Pacific Region.
  - \* Establishes a framework for cutting edge academic development and excellence.
  - \* Facilitates, coordinates and provides leadership for academic goals for all academic programs.
  - \* Ensures that the resources of the areas of responsibility are effectively and efficiently managed.
  - \* Promotes the utilization of institutional research and planning as a means of assessment and continuous improvement.
  - \* Oversees the accreditation processes for the academic units to ensure participation, timeliness, and effective outcomes.
  - \* Oversees the process of new courses and course development and publications related to the academic clusters of the College.
  - \* Ensures the development of policies, procedures, guidelines, effective performance objectives.
  - \* Plans, develops, encourages and facilitates faculty professional development.
  - \* Provides assistance to the Chancellor in the review, initiation, recommendation, and implementation of matters related to faculty contract renewals, tenure and promotion post tenure reviews and staffing issues.
  - \* Responsible to ensure compliance with federal, state, college, system, Board of Regents, Presidential, Chancellor, community college rules, regulations, laws, policies and procedures.
  - \* As the chief operating officer for the academic clusters and academic support units, provides direct oversight over the budget for the assigned areas.
  - \* Integrates the planning and budget process to ensure the highest use of financial resources.
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- \* Provides direction and establishes planning parameters for the development of program plans, budgets, expenditures, facilities and capital improvements.
  - \* Ensures the efficient, appropriate, legal and ethical use of various state, federal, and private funding.
  - \* In collaboration with the Vice Chancellor of Administrative Services, develops information systems to provide for the effective management and monitoring of revenue and expenditures.
  - \* Manages the overall development and management of the budgetary process to include development, approval, recommendation, review within assigned units and level of authority.
  - \* Monitors the operational budgets for the assigned areas of authority to include extramural, special and grant funds.
  - \* Reviews budgetary trends and recommends changes to the Chancellor.
  - \* Encourages and facilitates the development of alternate funding sources in accordance with

state, federal, college and university regulations, statutes, policies and procedures.

- \* Serves on administrative academic committees and represents the college's interests.
  
- \* Establishes effective working relationships with administrators, faculty, staff, students, university, private and government sectors, community leaders as it relates to the management, development, and evolution of academic matters as it relates to the college's mission, vision and goals.
- \* Initiates, develops and implements processes to encourage transmittal of information.
  
- \* Develops local and national networks through participation in community and national boards to enhance the college's academic vision as well as to address community trends.
- \* Supports Equal Employment Opportunity, Affirmative Action and the University's policies and procedures on non-discrimination.
- \* Reviews and provides recommendation to the Chancellor on all personnel actions related to academic units such as recruitment, hiring, contract renewals, tenure and promotions, staffing, workload, leaves, and terminations.
- \* Manages the overall process of faculty contract renewals, tenure and promotions, post tenure evaluations to include training and preparation of documents.
- \* Encourages positive working relationships; investigates, resolves disputes and complaints involving the public, faculty, staff, and students.
- \* Establishes methods for the effective management of hiring, evaluations, workloads and other personnel actions.
- \* Initiates, encourages, and develops professional development and training.
- \* Supervises assigned executive and managerial and other support personnel for the Office of Academic Affairs.

#### Minimum Qualifications:

- \* Master's degree or equivalent.
- \* Attainment of the academic rank of C5 (professor);
- \* Or have demonstrated a record of comparable professional experience prior to appointment.
  
- \* Experience in an institution of higher learning involving teaching, counseling, or academic support responsibilities.
- \* Demonstrated ability to provide leadership in instructional and program development.
  
- \* Knowledge of the relationship between the instructional program and the missions and functions of academic support, student services, and community service.
- \* Evidence of ability to organize activities, to communicate effectively (both orally and in writing), and to inspire and mobilize others and the ability to provide leadership in academic/curriculum development, faculty and staff development, assessment and student learning outcomes.

#### Desirable Qualifications:

- \* Doctorate.

- \* Experience as an academic administrator with emphasis on personnel management and budget development/execution at a community college or comparable size (7,500 students, 600+ employees) and complexity (liberal arts, and career and technical programs) as Kapio`lani Community College.
- \* Five years full-time teaching experience in an institution of higher education, preferably a community college.
- \* Knowledge of community college philosophy and of career & technical and liberal arts education;
- \* Familiarity with alternative models and systems of delivery of instruction, of learning theories, student learning outcomes and of diverse approaches to effective teaching.
- \* Skills in staff and organizational development, assessment, recourse development, and computer usage in a post-secondary educational institution.
- \* Experience in motivating people of an ethnically and culturally diverse population through positive, collaborative leadership and consensus building which utilized a clear, vital, coherent and rational educational vision.

To Apply:

Submit (1) Form 27A Application Community Colleges Faculty or Executive/Managerial positions (regular/large font format)

<http://www.hawaii.edu/ohr/bor/forms/Form27a.pdf2>;

<http://www.hawaii.edu/ohr/bor/forms/uh27-16.pdf>; (2) official graduate and undergraduate transcript(s) showing degrees and course work to date verifying the minimum and desirable educational qualifications (on-line transcripts or academic record/grade summaries will not be accepted. Diplomas or copies of diplomas will not be accepted (transcript copies are acceptable, however, official transcripts sent directly to Dr. Leon Richards, Chancellor, 4303 Diamond Head Road, Ilima 213, Honolulu, Hawaii 96816 from institution granting credit will be required at the time of hire); (3) a brief statement (not to exceed two pages) outlining how you meet the minimum and desirable qualifications and your leadership philosophy; (4) resume; (5) documents verifying certificate(s) held; (6) three names and current contact information of three professional references; (7) three letters of recommendations attesting to job performance and personal character. Emailed or other electronically submitted documents will not be accepted or considered. All documents and information will become the property of the College. All documents must be post marked not later than the closing date and sent to: Dr. Leon Richards, Chancellor, 4303 Diamond Head Road, Ilima 213, Honolulu, Hawaii 96816. Late or incomplete documents will not be considered. If recommended for the position, the appointment is contingent upon verification of all minimum qualifications and any additional qualifications used to justify salary

Inquiries:

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