



## **Vice President of Academic Life and Dean of the Faculty**

Louisburg College invites applications for the position of Vice President of Academic Life and Dean of Faculty. The Vice President of Academic Life serves as the Chief Academic Officer for the institution, is a member of the President's Cabinet, and reports directly to the President. The Vice President of Academic Life is responsible for educational policy, academic programs, and assessment of student learning, advancement of student success, curriculum development, and accreditation.

### **About Louisburg College**

Louisburg College is a two-year, private, liberal arts college related by faith with the United Methodist Church, located in Louisburg, North Carolina, thirty miles north of the state capital, Raleigh. Founded in 1787, Louisburg College is the oldest two-year, residential institution in the nation and currently averages an enrollment of 679 students. The student body is 75% minorities, 73% Pell Grant eligible, and 50% athletes. Louisburg College offers a course of study made up of foundational general education requirements which prepare students to successfully transfer to four-year institutions for completion of bachelor's degrees and beyond.

Louisburg College emphasizes student development, the primacy of teaching, and promotes the scholarship of teaching. With a student-to-faculty ratio of 12:1, LC provides a unique opportunity for students to learn in a hands-on environment. Students can pursue the Associate of Arts in General College degree, the Associate of Science in General Science degree, the Associate of Science in General Science – STEM degree, the Associate of Science in Business degree, and the Associate of Arts in Education degree.

Louisburg College has 13 athletic teams which compete in the NJCAA. With a history of athletic success, the college continues to field nationally ranked athletic teams.

### **Community**

The town of Louisburg is located in Franklin County, North Carolina. A small town, Louisburg is 30 miles north of the capital of North Carolina, Raleigh, as well as the nationally recognized Research Triangle.

### **Minimum Qualifications**

- Master's or Doctorate degree in an appropriate field with extensive educational experience.
- Documented effective experience teaching at the college or university level
- Documented experience working successfully within a diverse student body
- Experience in setting and controlling multiple budgets
- Documented experience in Academic Affairs administration
- Experience in campus-wide strategic planning and implementation, including ongoing improvement in efficiency, effectiveness, and support
- Documented experience in oversight of accreditation by a regional accrediting body
- Effective communication and interpersonal skills

## **Responsibilities**

- Supervises faculty, professional development staff, Registrar's Office, Office of Institutional Effectiveness, Associate Academic Dean, the Academic Division Chairs, Director of Library Services, Chief Technology Officer, Honors Program Director, Great Futures Career and Transfer Coach, Director of the First Year Seminar, Director of the Norris Theatre, and Director of Learning Partners & Accessibility Services
- Intelligently and effectively leverages data when making decisions for the institution
- Provides academic and administrative leadership, fostering a collaborative and collegial student-centered environment, as well as consistently articulates clear academic vision
- Evaluates curriculum and all phases of the academic program of the College
- Promotes the scholarship of teaching
- Coordinates grant writing in support of Academic Life
- Participates in regional organizations, such as the North Carolina Independent Colleges and Universities (NCICU), and national organizations related to higher education
- Advocates for the faculty, encouraging teaching excellence and student success
- Assists with planning to meet the needs of a diverse student body
- Manages the development and implementation of educational programs
- Supports the evaluation of faculty and instruction
- Evaluates division chairs (annually) and faculty for promotion
- Mediates resolutions of problems between students and faculty and other groups
- Manages the creation of faculty load report
- Leads the SACSCOC accreditation process
- Works closely with other Vice Presidents as a member of the President's Cabinet
- Advocates on behalf of the Faculty Senate and the Faculty Affairs Committee to the President and the President's Cabinet
- Oversees the recruitment and hiring of faculty, making recommendations to the President
- Directs the creation and maintenance of transfer articulation agreements
- Plans, in collaboration with administration and faculty, the academic calendar
- Investigates all allegations of violations of the academic integrity policy, communicates decisions on such, and implements any sanctions
- Coordinates the development of course and examination schedules for each academic term
- Prepares and presents reports and resolutions to the Board of Trustees
- Coordinates meetings of the Learning Enterprise Committee (sub-committee of the Board of Trustees) in collaboration with the trustee committee chair
- Generates contracts for faculty and administrative staff under his or her supervision
- Coordinates annual review and update of the College Catalog
- Coordinates revisions to the College website related to Academic Life
- Coordinates induction, convocation, Awards Day, and commencement exercises
- Monitors retention rates and encourages retention initiatives in association with other VPs
- Maintains credential files for faculty and applicable staff
- Coordinates institutional Quality Enhancement Plan (QEP) efforts
- Chairs Academic Council, Committee of Division Chairs and Executive Directors, and QEP Committee
- Participates in new student orientation sessions, open houses, and pre-registration events
- Prepares weekly report to the President's Cabinet
- Serves on other committees as assigned

**Salary**

Commensurate with experience

**Deadline for Applying**

January 15th, 2019

**Preferred Start date**

June 1, 2019

**Prospective Candidates**

To apply, email a cover letter and CV to the Co-Chair of the Search Committee:

Brian Sanders

Assistant Professor of Business Studies

Executive Director of Business Studies

[bsanders@louisburg.edu](mailto:bsanders@louisburg.edu)

Candidates will be asked to provide references after preliminary review and screening. Confidentiality will be maintained in the search process; references will be contacted only with the explicit consent of the applicant.

*Louisburg College is an Equal Opportunity Employer and encourages applications of all qualified individuals. It is the policy and practice of the College to provide equal opportunity to all persons. The College does not discriminate against its employees or applicants for employment because of race, color, national origin, age (as defined by the Age Discrimination in Employment Act), religion, gender, disability, veteran's status or sexual orientation. This policy applies to all aspects of the employment relationship including, but not limited to, recruitment, selection, advancement, compensation, benefits, transfer, and termination.*