



Associate Vice President, Academic Affairs

Job Description

Functions of the Position

The Associate Vice President, Academic Affairs, reports directly to the Provost and Vice President, Academic and Student Affairs. With authority delegated by the Vice President, the Associate Vice President (AVP) directs essential aspects of the Division's academic planning and management efforts to support the College's overall mission, strategic plan, and goals. The AVP Academic Affairs is responsible for specific management of functions related to curriculum development, program approval, assessment, accreditation, and the master schedule. The AVP serves as a representative of shared governance and collective bargaining, coordinates the student academic complaint process, and serves as a resource on educational and student affairs initiatives including but not limited to re-organization, Middle States Commission on Higher Education (MSCHE), new program development, large scale event planning, and more. The AVP promotes and sustains the Division's commitment to excellence and innovation in serving a diverse student body and college community. The Associate Vice President assists the division in responding to emerging issues, trends, and community needs, providing internal leadership that supports MCC's regional and national reputation as a leader among best practices colleges.

Examples of Duties & Responsibilities

- Reports directly to Provost and Vice President, Academic and Student Affairs
- Exercises delegated authority from Provost/VP Academic and Student Affairs regarding student academic complaints, master schedule oversight, faculty compensation, and division hiring
- Leads and manages Curriculum and Program Development, Assessment and Accreditation, the Teaching and Creativity Center (TCC), MCC's Honors Program, and MCC's High Impact Practices
- Engages with the Faculty Association (union) and Faculty Senate (shared governance) as official liaison.
- Develops, interprets, and manages adherence to policies, procedures, and regulations in the Academic and Student Affairs Division
- Serves as a data champion and principal liaison for Academic and Student Affairs to Institutional Research in support of academic-focused data cultivation, reporting, and visualization
- Collaborates with academic deans to assist faculty with investigating, assessing, and adopting or discontinuing courses, programs, and pedagogical approaches based on data, national trends, local needs, and labor market analysis
- Works collaboratively with the campus community, Faculty Association and Faculty Senate, institutional faculty, staff, and students, to create a culture of student engagement and success
- Provides primary policy guidance and leadership to divisional departments concerning curriculum development, program evaluation, and compliance with the requirements of the State University of New York (SUNY), Middle States Commission on Higher Education (MSCHE), New York State Education Department (NYSED), and other regulatory agencies
- Oversees departmental procedures and criteria governing the appraisal of professional performance, making recommendations to the Provost and Vice President, Academic and Student Affairs, as appropriate
- Collaborates with the Division of Diversity, Equity & Belonging (which includes Human Resources) to cultivate and sustain equitable hiring practices for Academic and Student Affairs
- Manages hiring processes for faculty and divisional staff

- Leads or supports College-wide projects and grants, as requested
- Performs other duties as assigned by the Provost and Vice President, Academic and Student Affairs
- Serves as a liaison to college committees and initiatives as appropriate

MCC Expectations

- Adheres to the College Code of Conduct
- Contributes to, supports, and maintains an equitable, inclusive, and collaborative College environment
- Maintains technological competencies utilized by the College
- Commits to the philosophy of a comprehensive community college
- Commits to professional growth. Which includes seeking ongoing training in diversity, equity, and inclusion to serve students better

Requirements

Required Qualifications

- Earned master's from a regionally accredited higher education institution
- Minimum of five years progressive academic administrative experience
- Documented experience with labor management and/or contract negotiations
- Evidence of effective communication across various audiences
- Evidence of effective interpersonal skills and the ability to cultivate partnerships and to work with diverse groups of faculty, students, and staff on complex issues
- Documented ability to integrate data into decision making to promote effective practice and policy
- Experience with data analysis using Microsoft Excel, Tableau, or other related software

Preferred Qualifications

- Earned doctorate from a regionally accredited higher education institution
- Documented experience within an urban, comprehensive community college
- Documented experience in operations/management of an organization
- Bilingual and able to read, write, and speak Spanish, or other languages, proficiently

Additional Information

Monroe Community College prohibits discrimination based on race, color, religion, sex, sexual orientation, pregnancy, familial status, gender identity or expression, age, genetic information, national or ethnic origin, physical or mental disability, marital status, veteran status, domestic violence, victim status, criminal conviction, or any other characteristic or status protected by state or federal laws or College policy in admissions, employment, and treatment of students and employees, or in any aspect of the business of the College.

[Notice of Non-Discrimination](#)

[Annual Campus Security & Fire Safety Report](#)