

## Position Description

<b>Title</b>	Director of Academics
<b>Office/Department</b>	Office of Academic & Student Development
<b>Job Function Title</b>	Director of Academics
<b>Reports To</b>	Provost

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### BROAD FUNCTION

As a direct report to the Provost, the Director of Academics is a member of the College leadership team and is responsible for fostering a culture of academic excellence to ensure that students reach their highest academic potential. The position works with faculty, administrators and students to establish a strong achievement-centered environment; coaches all faculty to excellence, using data to inform decisions; collaborates with student services administrators to ensure the functionality of systems that support student achievement; and generally promotes instructional effectiveness vis-à-vis student learning and success. This role will serve as a member of President's Council and will work collaboratively with multiple internal constituencies that contribute to the College mission, vision and goals.

### JOB RESPONSIBILITIES

- Provide effective day-to-day supervision and oversight of the instructional faculty and support staff with the primary objectives to maintain a consistently high-performance academic environment and operate effectively within the shared governance structure of the College.
- Coordinate departmental meetings, and manage and provide oversight to the department chairpersons to ensure quality and consistency in academic administration, including instructional staffing, faculty supervision and evaluation, the development of course schedules, instructor assignments, full- and part-time workload reports, analysis of data on student achievement, etc.
- Oversee and support the work of academic committees.
- Coordinate periodic academic program review and work with academic leaders in the review, study and development of curriculum and in the continuous improvement of instruction and student learning outcomes.
- Develop and implement academic-related internal policies, procedures and practices in alignment with College and strategic enrollment management (SEM) goals and objectives, and ensure compliance with internal, accreditation and all regulatory requirements.
- Lead and advocate the development and use of technology and other pedagogical innovations to improve instructional and learning outcomes effectiveness.
- Coordinate/collaborate across departments to meet student needs and promote student development, retention, learning outcomes and, in general, student success.

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- Develop and/or expand strategic affiliations with schools, universities, business and non-profits to further academic goals.
  - Coordinate and submit a plan and budget for the academic program.
  - Other duties as assigned.

### QUALIFICATIONS

- Earned Doctorate in a relevant discipline
- Five or more years of experience as a faculty member
- Demonstrated supervisory experience and a record of progressive experience in academic administration in a higher education setting
- Strong interpersonal skills and collaborative style
- Demonstrated experience in utilizing and advancing innovative educational delivery techniques
- Enthusiastic commitment to the Richard Bland College mission, vision and RBC strategic plan goals