



October 5, 2009

POSITION: Vice President for Instruction and Student Success

INITIAL  
ASSIGNMENT: Decatur Campus

ANTICIPATED  
STARTING DATE: January 5, 2010, or as soon thereafter as the selected candidate can begin

GENERAL: Calhoun Community College, a multi-campus, two-year institution located in north Alabama, is a member of the Alabama Community College System. Enrollment exceeds 11,000 credit students with a complimenting non-credit focus on workforce development. Classes are taught day, evening, and weekends on the Decatur campus, and on two off-campus sites. In addition, multiple forms of distance education are offered.

QUALIFICATIONS: 1. A minimum of a Master's degree from an accredited institution is **required**.  
2. A minimum of three (3) years administrative experience in higher education is **required**.  
3. A minimum of three (3) years full-time teaching experience is **required**.

DESIRED PROFILE: Preference will be given to candidates who can demonstrate through their experiences and accomplishments

1. An earned doctorate from an accredited institution;
2. Teaching experience at the community college level;
3. Experience in faculty leadership, evaluation and development;
4. A strong record of academic administrative experiences in progressively responsible positions, which includes experience in budgeting, space utilization and facility planning, and academic program and policy development;
5. Knowledge of a variety of instructional technology and alternative instructional delivery methods;
6. Experience in fostering collaboration between academe and the business community;
7. Understanding of enrollment management and student services;
8. Experience in leading processes designed to ensure student satisfaction and student engagement;
9. A record of achieving institutional goals and directing major projects from inception to completion;
10. A sensitivity and commitment to the educational and personal goals of a diverse faculty, staff and student body at a multi-campus college;
11. Experience in ensuring compliance with principles of accreditation as set forth by a regional accreditation body such as the Southern Association of Colleges and Schools (SACS);
12. A record of compliance with state and federal education mandates and guidelines related to curriculum development, program implementation, financial aid and student privacy;
13. A spirit of imagination, openness and congeniality coupled with the ability to act decisively, proactively and fairly;
14. Creativity, energy and vision to help plan and lead the growth of a multi-campus college;
15. A proponent of community engagement and service learning;
16. Excellent written and verbal communication skills;
17. Experience with fund-raising functions including grant development.

DESCRIPTION: The Vice President is the Chief Academic Officer of the College. The Vice President reports directly to the President of the College, serves as a member of the President's Staff, provides leadership for the deans of the academic units, instructional support services, student services and development, and information technologies. The Vice President for Instruction and Student Success participates in the decision-making process on topics such as employment practices, facilities planning and design, and budgeting. Additionally, the Vice President represents the College at appropriate community functions related to the College and, as requested, represents the President in her absence. Duties will include to:

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Calhoun Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Calhoun Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

1. Provide leadership for the Instructional unit of the College as Chief Instructional Officer.
2. Provide leadership for the Instructional Support units of the College (Library and Information Technologies) and for the Student Services units of the College.
3. Direct development of annual schedule of courses to be offered at times and locations that are accessible for students and consistent with community needs.
4. Ensure that full-and part-time faculty and student services professional staff are academically and technically qualified and diversely trained.
5. Develop annual budgets for instruction and student services areas.
6. Plan for the acquisition and distribution of technology used in instruction and student services.
7. Ensure programs of study are in compliance with SACS and Department of Postsecondary Education policies and guidelines and with industry standards.
8. Ensure that career technical and workforce training programs lead to student success and employment.
9. Lead and support instructional innovation.
10. Assess the effectiveness of instruction, instructional support and student services through ongoing evaluation and analysis of data.
11. Conduct regular program and curriculum reviews.
12. Ensure access to quality academic advising.
13. Promote availability of comprehensive student services at all sites.
14. Ensure that supervised employees have appropriate professional development opportunities.
15. Promote expansion of Distance Learning opportunities and continually monitor the instructional quality of Distance Learning courses.
16. Provide leadership for appropriate administrative and instructional management systems for quality instruction and student services.
17. Assume responsibility for day-to-day operations of the College during the President's absence.

**SALARY:** Appropriate placement on State Salary Schedule B  
\$82,494 - \$113,926 (12 months)

**APPLICATION DEADLINE:** **4:00 p.m. C.S.T., Thursday, November 5, 2009**

**APPLICATION PROCEDURE:** Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. For an application, visit our web page at <http://www.calhoun.edu> or contact us at 256/306-2590. Complete application files must be received in the Office of Human Resources no later than the application deadline. A completed application consists of the following:

- Calhoun Community College application form
- Current résumé and cover letter
- Copy of unofficial or official college transcripts (Transcript must confirm applicant meets educational requirements.)

Applicants who fail to submit all required information will be disqualified. Application materials must provide proof that the applicant meets all minimum qualifications. Only applications received during the period of this announcement will be considered. In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Finalist will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Calhoun Community College from the institution(s) granting credits. Applicants must travel at their own expense.

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Calhoun Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools  
(1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501)  
to award Associate Degrees and Certificates.