

VICE PRESIDENT OF INSTRUCTION

The Vice President of Instruction is responsible to the President of the College for:

1. Organization, supervision, and coordination of the instructional and academic affairs of the College, including:
  - a. supervision of the instructional staff
  - b. development of the curriculum
  - c. maintenance of academic standards
  - d. preparation of the schedule of classes and effective utilization of facilities.
2. Supervising and coordinating the work of the administrators as assigned to the instructional area and described by the College's Organizational Chart.
3. Carrying into effect the policies of the Trustees.
4. Carrying into effect the decisions of the President.
5. Carrying into effect the policies of supervising state educational bodies.
6. Recruiting and selecting full-time faculty and making appropriate recommendations for employment to the President.
7. Certification of candidates for graduation to the President and approval of waivers of deviations from the prescribed curriculum.
8. Evaluating and directing the continuous revision of courses and educational programs and the development of new courses and programs based on the criteria established.
9. Preparation of content of the College Catalog and various studies and reports.
10. Assuring that financial planning and expenditure control for instruction is accomplished within the established procedures and guidelines.
11. Planning, implementation, and maintenance of enrollment management concepts and philosophies in the Instructional area to more effectively meet the needs of current and future students.
12. Representing the interests of the College both internally and externally for concerns and issues related to instruction.
13. Providing liaison with appropriate program advisory committees to assure instructional program changes are appropriate to the needs of graduates and employers.
14. Providing liaison with appropriate governmental and regulatory agencies to assure a maximum level of support and to assure compliance

with appropriate legislation and/or regulation.

15. Providing leadership to assure that the College's instructional objectives are met.
16. Providing oversight and leadership to standing and adhoc committees assigned to the area.
17. Providing for administration of teaching faculty issues and the faculty Master Agreement.
18. Planning and preparation of the instructional budget following consultation within the area and with the President and Vice Presidents.
19. Coordination with the Coordinator of Research, Evaluation, and Assessment and the appropriate Dean(s), the collection, analysis and interpretation of research data to support decision-making efforts related to program development and evaluation.
20. Coordination of the North Central Association accreditation self-study process.
21. Such other duties as may be assigned by the President.