



Citrus Community College District
1000 W. Foothill Blvd., Glendora, CA 91741

eMEMO

Office of the Superintendent/President
Greg Schulz, Ed.D.

June 20, 2022

Dear Colleagues,

Citrus College is opening an internal recruitment for Interim Vice President of Academic Affairs. This opportunity is open to all interested current employees of the District who meet the minimum qualifications for the position. The anticipated start date for this position is Wednesday, August 17, 2022 (pending Board approval) and the projected end date for this position is June 30, 2023. It is anticipated that a search process for the permanent appointment to the position of Vice President of Academic Affairs (VPAA) will conclude prior to June 2023. Pending Board approval, the VPAA would begin July 1, 2023.

I am working with Human Resources, the Academic Senate and CSEA to assemble a small search committee. The search committee members will work closely with me as part of this confidential search process, as I prepare to recommend an Interim VPAA candidate to the Board of Trustees.

This opportunity is open beginning today, and interested applicants need to respond by no later than 5:00 p.m. on Thursday, June 30, 2022. The attached job announcement document contains additional details, including the application process for those who wish to be considered for this opportunity. The successful candidate who is appointed to this interim assignment will be eligible to apply for the permanent position.

I hope that you have a wonderful week,

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Schulz".

Greg Schulz, Ed.D.
Superintendent/President



Interim Vice President of Academic Affairs

Citrus College is opening an internal recruitment for Interim Vice President of Academic Affairs (VPAA). This opportunity is open to any interested current employees of the District who meet the minimum qualifications for the position. This temporary assignment is projected to begin on August 17, 2022 and end on June 30, 2023. At the conclusion of this temporary assignment, the Interim VPAA will return to their previous position.

The successful candidate who is appointed to this interim assignment will be eligible to apply for the permanent position.

Minimum qualifications and other details of this assignment are listed below.

Salary step placement will be recommended to the Board of Trustees taking into consideration the experience and education of the successful candidate and reflective of the [Management Salary Schedule](#) range 89.

If interested, please submit:

1. A letter of interest which should also include your education and work experience that you believe will help you be successful in this assignment
2. A resume that highlights your education and professional experience
3. A list of three professional references, including email and phone contact information

To be considered for this opportunity, applicants are to submit these items to Sandra Coon, Human Resources Confidential Administrative Assistant, via email at scoon@citruscollege.edu by no later than 5:00 p.m., Thursday, June 30, 2022.

Job Title

Interim Vice President of Academic Affairs

Classification Title

Vice President of Academic Affairs

Department/Site

Academic Affairs

Percentage of Employment

100% (full-time)

Estimated Period of Employment

August 17, 2022 – June 30, 2022

Work Schedule

Monday – Friday, 8:00 a.m. – 5:00 p.m. (However, some flexibility such as evenings and weekends will be required to meet the needs of the Academic Affairs division).

FLSA

Exempt

Evaluated by

Superintendent/President

Salary Range

M-89

General Description

Under the direction and supervision of the Superintendent/President, the Vice President of Academic Affairs serves as the chief academic officer of the District and is responsible for educational policy and academic programs. Primary responsibilities include providing executive leadership and management for a comprehensive array of student learning and support operations including, but not limited to, development of new instructional programs and courses in conjunction with the educational component of the Educational and Facilities Master Plan, curriculum design and development, learning support services that promote student success and completion, and effective oversight of the instructional schedule of course offerings and full-time equivalent students (FTES) planning in support of the Student Centered Funding Formula (SCFF), enrollment management, faculty assignments, and maintaining program budgets and instructional costs. The Vice President of Academic Affairs is also responsible for ensuring effective student learning outcomes, program evaluations, and supporting key programs and initiatives such as Guided Pathways, Student Equity and Achievement, Strong Workforce and Dual Enrollment.

The Vice President of Academic Affairs is accountable for achievement of the District's mission within the scope of Academic Affairs as set forth in the District's Strategic Plan, for implementing the educational goals and objectives of the Educational and Facilities Master Plan, and for assessing and meeting the educational and vocational needs of the community.

The Vice President of Academic Affairs should be an innovative thinker who seeks cutting-edge solutions to problem solving and possesses outstanding interpersonal, written, and oral communication skills.

The Vice President of Academic Affairs serves as a member of the Superintendent/President's cabinet, serves as the Accreditation Liaison Officer, and provides direct leadership over the Enrollment Management, Educational Programs, Faculty Needs Identification, Sabbatical, and other shared governance committees.

Essential Duties and Responsibilities

- Plans and leads the instructional program (credit, non-credit, not-for-credit) in accordance with the District's Educational and Facilities Master Plan, Strategic Plan, established mission, philosophy, policies, and procedures.
- Oversees academic scheduling to ensure access, success, completion, and achievement of established FTES targets in accordance with instructional budgets.
- Directs instructional and academic support programs; oversees the development and evaluation of policies and procedures for these areas.

- Leads, analyzes, and anticipates the needs of the District from a college-wide perspective and formulates strategies to more effectively meet the mission of the college today and into the future.
- Provides leadership for the development of program review processes in accordance with District goals and standards
- Facilitates the development and implementation of new programs and courses, curriculum revisions and continuous refinement of the District's instructional offerings in conjunction with faculty and management staff.
- Directs the preparation of reports as required by federal, state, local, and District regulations; informs the Superintendent/President and other District personnel as to the status of assigned functions.
- Maintains current knowledge of legislation and educational trends pertinent to Academic Affairs, including apportionment compliance regulations related to the reporting of full-time equivalent students; is familiar with the California Community College's Student Attendance Accounting Manual and Student Fee Handbook.
- Advances the economic growth and global competitiveness of the District through education, training, and services, especially workforce development, and contract education.
- Supervises the preparation of class schedules, including the calculation of faculty load and instructional costs.
- Works cooperatively with the Vice President of Student Services in matters related to the coordination of the academic programs and student services.
- Serves as the primary link between the Academic Affairs staff and Administrative Services in all budgetary matters related to academic programs. Prepares and maintains comprehensive budgets for academic programs, including adjunct/overload budgets.
- Provides leadership and direction over the development, implementation, and assessment of Student Learning and Program Outcomes for all academic programs and services.
- Works collaboratively with the Vice President of Student Services to liaison with the Academic Senate.
- Provides leadership to the District's integrated planning process and oversees all plans related to the academic program.
- Directs a regular and timely process of course and program review.
- Ensures adherence to District's Board Policies and Administrative Procedures and ensures regular review and updates, as applicable, to assigned policies and procedures.
- Facilitates and oversees a program of professional development for faculty and other academic employees.
- Participates in the hiring and evaluation of faculty and staff.
- Fosters cohesion and a sense of working together for the good of the District, its faculty, staff, and students, and is committed to the effective use of technology within academic and administrative environments.
- Provides assistance to and serves, as needed, on the District negotiating teams, assists in the preparation of negotiation proposals and ensures compliance with collective bargaining agreements.
- Ensures Academic Affairs faculty and staff evaluation procedures are consistent with negotiated agreements and District's policies and procedures.
- Assists in resolution of faculty and staff grievances and complaints in accordance with administrative procedures and collective bargaining agreements.
- Delegates responsibility and authority while maintaining accountability.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's degree (or higher) or possession of a California Community College Administrative Credential (valid for life).
- A minimum of three (3) years of successful leadership experience as a senior administrator at an institution of higher education.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.



POSITION DESCRIPTION

Vice President of Academic Affairs

PositionVice President of Academic Affairs
Department/SiteAcademic Affairs
FLSAExempt
Evaluated bySuperintendent/President
Salary RangeM-89

General Description

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