ASSOCIATE VICE PRESIDENT FOR ACADEMIC PLANNING & STATE AUTHORIZATION

THE UNIVERSITY OF NORTH CAROLINA SYSTEM

POSITION DESCRIPTION

The Associate Vice President for Academic Planning & State Authorization reports to the Vice President for Academic Planning and Quality. This individual will (1) work with non-public and out-of-state institutions seeking to offer post-secondary degree programs in North Carolina in the authorization and licensure process for degree programs and prepare proposals regarding licensure for presentation to the UNC Board Of Governors (BOG); (2) coordinate UNC’s activities with the Southern Regional Education Board (3) assist UNC campuses with development and review of new baccalaureate programs and prepare proposals for presentation to the UNC Board of Governors; and (4) assist the Vice President of Academic Planning and Quality with the liaison role with the Southern Association of Colleges and Schools (SACS) Commission on Colleges and with accreditation issues involving UNC constituent institutions.

Duties and Responsibilities

- work with non-public and out-of-state institutions seeking to offer post-secondary degree programs in North Carolina in the authorization and licensure process for degree programs (including institutional site visits, recommendations for licensure, and policy interpretations)
- prepare proposals regarding authorization and licensure for presentation to the UNC Board of Governors
- coordinate UNC’s activities with the Southern Regional Education Board
- assist UNC campuses with development and review of new baccalaureate programs and will prepare proposals for presentation to the UNC Board of Governors
- assist the Vice President of Academic Planning and Quality with the liaison role with the Southern Association of Colleges and Schools (SACS) Commission on Colleges and with accreditation issues involving UNC constituent institutions
- assist the University in its involvement with the State Authorization Reciprocity Agreement
- be involved in program assessment and the biennial study of quality and productivity
- assist with long range academic program planning
- assist with or manage special reports required by the President, Board of Governors, or General Assembly and other special projects that arise
- have the opportunity to work in additional areas such as long-range enrollment planning, assessment and accountability, prior learning assessment, workforce studies, competency-based educational programs, and e-learning policy and program development

Educational and Experience Requirements

- Earned doctorate or terminal degree
- Demonstrated record of effective leadership in increasingly responsible positions in higher education
Competencies

- Working knowledge of major functional areas: academic program planning, development, and review; regional accreditation procedures; policy analysis
- Working knowledge of and ability to use data-based management, measurement, and information technology to conduct studies, develop reports, and propose academic policy changes
- Strategic thinking and analytical problem-solving abilities
- An understanding of undergraduate and graduate education and the diverse academic environment of UNC
- An appreciation of the multiple missions of the constituent institutions in UNC
- Experience working within a multi-campus system preferred
- An understanding of the uses of technology-enhanced and technology-delivered educational programs
- Demonstrated awareness of the changing context of the fiscal and political environment for higher education
- Excellent written and oral communication skills
- A demonstrated commitment to diversity and the ability to work with diverse constituencies
- A leadership style that emphasizes collaboration, teamwork, and facilitation
- Experience with mentoring and staff development