JOB DESCRIPTION: ASSISTANT VP FOR ACADEMIC AFFAIRS

The Assistant Vice President for Academic Affairs is responsible for working closely with the Provost/VPAA, Associate Vice President for Academic Affairs, and College Deans to oversee sponsored programs, faculty professional development activities, NC-SARA reciprocity, ACHE proposals/related reports, and the Institutional Review Board. The Assistant VPAA will also be involved in planning and assessment. This position reports to the Provost/Vice President for Academic Affairs.

The Assistant Vice President for Academic Affairs shall:
- Work directly with sponsored programs/ project Principles Investigators (PIs), CO-PIs and administrative staff to ensure effective, accurate and timely grant proposal development, budget allocation, project initiation, grants maintenance and required reporting
- Provide leadership, coordination and planning for professional development opportunities for all full and part-time faculty
- Work collaboratively with College Deans and Department Chairs to review programs and develop new curricula
- Work closely with the Office of Enrollment Management on areas of faculty advising, curriculum changes, and class schedule development
- Serve as the institutional point-of-contact fort the NC-SARA reciprocity agreement
- Assist Provost with program proposals and related reports for the Alabama Commission on Higher Education
- Work with the University's Institutional Review Board to monitor and review faculty research applications
- Assist in regular review and implementation of the Memorandum of Agreement with the Alabama Community College System to include Reverse Transfer, Joint Admissions, and Articulation Agreements with individual institutions
- Be available to serve on committees as assigned
- Maintain security of confidential information, files and documents
- Comply with all university policies
- Other duties assigned