

**Kansas Board of Regents
Position Description for
Vice President for Academic Affairs**

Date: October 2023
Name: Vacant
Position No. K0057526
Supervisor: President and CEO

Brief Description of Position:

The Vice President for Academic Affairs is the chief academic officer for the Kansas Board of Regents. In that capacity, this official advises the President and CEO, and leads the Board's academic affairs staff unit across a broad range of system-wide academic program activities. In particular, the Vice President administers all aspects of the Board's academic affairs governance and coordination activities; maintains the highest level of knowledge about academic affairs and other operations of institutions within the Kansas higher education system; represents the Board on academic affairs and other matters as appropriate before government agencies, other organizations, and the general public; directs the analysis of all academic affairs proposals to the Board and makes recommendations regarding appropriate action; and functions as a key member of the President and CEO's executive leadership team.

Position Duties:

- Provides leadership for organizational or system change, functions as catalyst for Board initiatives, and coordinates the development of system-wide academic planning in order to ensure high quality, responsive, and innovative programming.
- Maintains close working relationships with chief academic officers and other institutional leaders, keeping the President and CEO informed of institutional academic affairs operations and concerns to ensure that the Board may govern and coordinate effectively.
- Analyzes all relevant information and conducts effective review of all academic affairs policies and proposals coming to the Board for consideration, initiates studies as necessary or appropriate and prepares recommendations to ensure an informed governing and coordinating Board and President and CEO.
- Collaborates with the President and CEO, the Director of Governmental Relations, and the Director of Communications regarding academic affairs legislative matters, including development of strategies and policies to ensure that higher education issues, concerns, and priorities are effectively brought before the legislature; effectively analyzes, interprets, and implements statutes and regulations to ensure that the Legislature continues to seek Board staff leadership.
- Prepares the academic affairs agenda for the Board's meetings, and ensures that accurate and complete records of the Board's academic affairs proceedings are maintained to ensure that continuity of governance and coordination is maintained.
- Confers with local, state, federal and institutional officials, and others concerning the academic affairs operations of the institutions.
- Serves as an ex-officio member of the System Council of Chief Academic Officers and the Council of Chief Academic Officers; prepares the agenda for the Councils' meetings and ensures that accurate and complete records of the Councils' proceedings are maintained so as to assure the informed and appropriate Board consideration of the Councils' recommendations.

- Provides leadership to the System Council of Chief Academic Officers and communicates system-wide academic affairs matters to other leadership councils, including the Kansas Chief Instructional Administrators, and other leadership groups, to help ensure institutional buy-in to the system.
- With the advice of and in consultation with, the Board's General Counsel, drafts new academic affairs policy and procedures both independently and in collaboration with the Board's Academic Office Councils; proposes and drafts needed policy changes; and interprets and administers existing policy and procedures.
- Leads the academic affairs unit in strategic planning, implements goals and objectives for staff, proposes new activities and projects, and supervises and evaluates staff, so that the unit can effectively provide statewide leadership to the system.
- Establishes operational procedures and methods affecting institutions and staff and resolves institutional and staff problems.
- Collaborates with the President and CEO and research universities to advance the research agenda of the state and enhance the state's ability to compete for research funding.
- Serves as an ex-officio member of the EPSCoR Program Review Committee and prepares the agenda for the Committee's meetings.
- Oversees the private postsecondary unit.
- Oversees the implementation of the Kansas portal of the State Authorization Reciprocal Agreement (SARA)
- Oversees the complaint process for state universities.
- Implements procedures relating to authority for awarding degrees in Kansas.
- Works with other State Higher Education Executive Officer agencies on cooperative projects, as initiator and/or participant, collaborates with partner states in Midwest Higher Education Compact projects, including the Midwest Student Exchange program, and administers interstate contracts relating to the exchange of students between states and the purchase of seats for Kansans in professional schools.
- Participates as a key member of the President and CEO's Executive Management Team, shaping policy and procedures for all areas of Office operation.
- Administers Systemwide General Education and Systemwide Associate Degree Transfer program.
- Manages systemwide math pathways and corequisite remediation.
- Oversees college access initiatives including but not limited to Apply Kansas, free admission application days, and the FAFSA challenge.
- Establishes academic program review structure and criteria and oversees all academic program review reporting for the Board.
- Collaborates with community colleges, technical colleges, and universities to establish performance funding criteria.
- Conducts other duties as assigned by the President and CEO.

Supervision Responsibility:

The Vice President for Academic Affairs leads a staff of approximately seven. The official directly supervises and evaluates three Directors for Academic Affairs and the Executive Assistant to the Vice President for Academic Affairs.

Required Qualifications:

- A master's degree from an accredited institution.
- Five years of effective leadership and management in a college or university setting at or above the level of department head, or equivalent experience.
- A deep and thorough understanding of the broad array of critical issues confronting higher education, both in Kansas and nationally.
- Keen analytical abilities with demonstrated effectiveness as a communicator, both orally and in writing.
- Demonstrated effectiveness as a collegial leader who successfully builds consensus.

Preferred Qualifications:

- A doctoral degree from an accredited institution.
- Successful experience within both the four-year and two-year institutional setting.
- Demonstrated capacity to deal with critical issues affecting the full spectrum of critically important issues affecting higher education institutions, including technical colleges, community colleges, regional universities, and research universities.
- Successful experience leading educational systems.