

**GENERAL ADMINISTRATION
VICE PRESIDENT OF ACADEMIC AFFAIRS**

DUTIES AND RESPONSIBILITIES --

The Vice President of Academic Affairs is generally responsible for supervision of the teaching personnel and the educational programs of the college, including Adult Basic Education and Work Force Training, via regular contact with the Dean of Workforce Education. The specific responsibilities of the office are to:

1. Act as chief advisor to the President of the College in matters of college policy, particularly in instructional affairs.
2. Formulate educational policies and present them to the President and the faculty for consideration.
3. Preside over meetings of the faculty.
4. Direct attention of faculty members to changing educational thought and practice, particularly as they affect higher education.
5. Supervise, support, and collaborate with the Dean of Liberal Arts, The Dean of Applied Sciences, and the Dean of Adult Basic Education and Workforce Development.
6. Supervise curriculum, courses, and methods of instruction, and evaluate instruction.
7. Recruit new faculty members and cooperate with the Associate Vice Presidents, Instructional Deans, and Division Chairs in the nomination of new members for the teaching staff, and make recommendations to the President regarding the promotion, demotion, or dismissal of members of the faculty.
8. Prepare reports of various kinds related to instructional personnel .
9. Make recommendations for improvements of the physical plant as it relates to the educational program.
10. Prepare the budget for instructional supplies and equipment.
11. Approve all requisitions for instructional supplies and equipment.
12. Order, sign, and prepare diplomas for convocation.
13. Prepare the schedule of classes in cooperation with the Division Chairs, Deans, Associate Vice Presidents and Vice President of Student Services for day and evening classes.
14. Appoint faculty committees.
15. Calculate salaries each contract period for full-time and part-time faculty.

**GENERAL ADMINISTRATION
DEAN OF LIBERAL ARTS AND DEAN OF APPLIED SCIENCES**

DUTIES AND RESPONSIBILITIES --

The Dean of Liberal Arts and the Dean of Applied Sciences are generally responsible for supervision of instructional personnel and educational programs of the college. Specific responsibilities of the offices are as follows:

1. Act as chief advisor to the Vice-President of Academic Affairs in matters of college policy, particularly in instructional affairs.
2. Formulate educational policies and presents them to the Faculty, the Curriculum Committee and the appropriate Vice-President for consideration.
3. Preside over meetings of the faculty.
4. Direct attention of faculty members to changing educational policy, thought, and practices, particularly as they affect higher education.
5. Supervise curriculum, courses, and methods of instruction, and evaluate instruction.
6. Recruit new faculty members and cooperate with Division Chairs in the nomination of new members for the teaching staff, make recommendations to the Vice-President of Academic Affairs regarding the promotion, demotion, or dismissal of members of the faculty.
7. Prepare reports of various kinds relating to faculty issues.
8. Make recommendations for improvements of the physical plant as it relates to the educational program.
9. Prepare the budget for the appropriate Divisions.
10. Approve requisitions for expenditures.
11. Each semester prepare the schedule of classes in cooperation with the Division Chairs, Associate Vice-Presidents, and Vice-President of Student Affairs for day and evening classes.
12. Approve faculty travel.
13. Meet with Division chairs once a month or as needed.
14. Inspect classrooms and equipment at various times.
15. Approve and follow up on maintenance work orders for faculty members.