

NOTICE OF VACANCY

POSITION TITLE: Vice President of Academic Affairs

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

SALARY: Dependent Upon Experience

REPORTS TO: University President

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: May 15, 2024 (Negotiable)

SUPERVISORY DUTIES: Supervision of all College Deans and directors within the following areas: Institutional Research, Student Success Center, Assessment & Online Learning, Library, Registrar, Teacher Education and Accreditation.

POSITION SUMMARY:

The University of Science and Arts of Oklahoma is actively seeking an academic visionary for the role of Vice President for Academic Affairs. Prospective candidates are expected to demonstrate a profound understanding and appreciation for the fundamental role of liberal arts in shaping a comprehensive educational experience at the undergraduate level.

In this pivotal position, the Vice President of Academic Affairs plays a vital role as a key member of the President’s Leadership Team. Operating under the guidance of the President, the incumbent serves as the university's chief academic officer, overseeing educational policy and academic programs. Key responsibilities encompass program evaluation and enhancement, accreditation and self-assessment, student learning assessment, academic personnel decisions, fiscal accountability,

and working in collaborative partnership with school deans in developing innovative programs and curricula based on evidence based decision making. Additionally, the candidate will be the external face of the university's academic initiatives and must be motivated to engage in developing partnerships with local K-12 groups, community programs, private industry and businesses, potential partners in other universities, and at local and state level governments.

Furthermore, the Vice President is instrumental in fostering a culture of transparent and collaborative educational improvement amongst faculty and across programs.

The ideal candidate for this pivotal role embodies the qualities of a dynamic and forward-thinking leader, capable of acting as a primary advocate of faculty, students, and the entire USAO community. This candidate stands out as an innovative thinker with experience in higher education academics, is an evidence driven decision maker, consistently seeking creative solutions to challenges, and possesses a sharp, critical mind complemented by exceptional interpersonal, written, and oral communication skills. Their commitment to ethics is unwavering, and they are characterized by trustworthiness, credibility, and loyalty, demonstrating a profound respect for diverse perspectives.

A highly adaptable individual, the ideal candidate is culturally astute and flexible, showcasing leadership through a collegial, approachable, and accessible style both on campus and within the broader community. Proficient in delegation, they balance responsibility and authority while upholding accountability. This seasoned professional actively cultivates unity and a collaborative spirit for the betterment of the university, emphasizing a dedication to leveraging technology effectively in both academic and administrative spheres.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and experience in Student Learning Outcome (SLO) design, development, implementation, and assessment.
- Knowledge and experience in curriculum development and innovation.
- Knowledge and experience in accreditation self-evaluation and service on an accreditation evaluation team.
- Knowledge and experience relevant to the role of the faculty in issues of shared governance.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- An earned doctorate from an accredited institution of higher education.
- Five or more years of senior administrative level leadership and experience in higher education.
- Demonstrated ability to work with the diverse academic, cultural and socioeconomic backgrounds of the campus community, including neurodivergent learners.

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- All of the above and:
- Proven experience in and commitment to participatory governance with meaningful involvement of all constituent groups.
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the university to meet accreditation standards.
- Demonstrated support for and encouragement of faculty and student scholarship.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.