

JOB DESCRIPTION:	Vice President – Academic Affairs/Provost/Dean of Arts & Sciences		
DEPARTMENT:	Academic Affairs		
REPORT TO:	WNMU President		
EEO CLASSIFICATION:	First/Mid-Level Officials	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	183000	DATE APPROVED:	17-NOV-2020
		DATE MODIFIED:	25-MAY-2025

SUMMARY: Plans, develops, directs, supervises, and evaluates all academic functions/activities for Western New Mexico University to ensure ongoing provision of quality educational programs consistent with the established mission and goals.

DUTIES:

1. Establishes, supervises, and evaluates academic policies, procedures, and standards to ensure programs comply with all established accrediting standards, regulations, and requirements as well as support/promote the University's mission, goals, and objectives for student development and academic achievement. Establishes, reviews, and evaluates faculty and student handbooks for compliance with established university policies.
2. Reviews and approves all personnel action recommendations pertaining to faculty, including employment contract, faculty rank, tenure awards, salary adjustments, and disciplinary action up to and including dismissal.
3. Oversees and manages final faculty/student and/or faculty/department chair grievance appeal proceedings to ensure proper administration of all actions, policies, and equitable treatment of all involved parties.
4. Participates in strategic planning sessions, establishes academic department annual goals and objectives in support of strategic objectives. Develops and presents annual operating budget recommendations. Provides regular activity reports to Board of Regents.
5. Directs and supervises all Title V program development, implementation and reporting to ensure compliance with established grant requirements and standards.
6. Acts in the capacity of President during periods of Presidential absence.
7. Researches and requests funding through grants in support of all academic programs. Supervises and monitors all academic department grants and contracts.
8. Reviews and presents budget recommendations of academic departments. Works cooperatively and in conjunction with other universities for program assessment/review and support. Participates in a variety of local, regional, state, and national conferences.
9. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Masters degree in Education or closely related area with 5 years of progressive experience in a comprehensive university setting with responsibility for program development, faculty review/selection, and supervision of subordinate staff.
2. **Job Knowledge:** Knowledge of the principles, practices, and techniques and methods of design,

analysis, and control. Knowledge of the principles, practices, and techniques and methods of higher education. Knowledge of all applicable accrediting laws, regulations, requirements, and

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4. standards. Knowledge of the principles, practices, and techniques and methods of management, budgeting and supervision of subordinate staff. Knowledge of basic mediation techniques and methods. Skill in developing and maintaining various budgets. Skill in establishing and maintaining effective working relationships with faculty, staff, students, outside accrediting agencies, other University personnel, local community members, and Board of Regents members. Skill in providing guidance and motivation of subordinate staff for efficient and effective operations. Skill in interpreting complex statutes, procedures, rules, regulations, and guidelines. Ability to develop, plan, and implement short-and long-range goals. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Proficient in Microsoft Office Applications (Word, Excel, Power Point, and Outlook).
5. **Working Conditions/Physical Demands (With or Without Accommodations):** Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
6. **Other requirements:**
 - a. Requires a valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)