

# University of Houston – Clear Lake

## Position Description

Job Title: **Associate Vice President, Academic Affairs**

Job Code: **0430**

Pay Grade: **090**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Doctorate or equivalent degree	Faculty appointment
Experience	Administrative experience in a university setting	tenure in one of the four schools
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The AVPAA reports to the Senior Vice President for Academic Affairs and Provost and in the absence of the Provost provides primary administrative supervision and guidance to all the academic leadership and administrative staff reporting to the Provost Office. The AVPAA is expected to have knowledge of strategic planning and experience in working at both system and campus level initiatives. The AVPAA also acts as a liaison with the University of Houston System, chief academic officers of feeder community colleges, the Texas Higher Education Coordinating Board (THECB) and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The AVPAA must have experience in planning and reporting requirements of the THECB, SACS and other governing agencies. The AVPAA will be responsible in working with the Provost, the Office of Institutional Effectiveness, the administration, the faculty and the campus community in accountability reports, including the Voluntary System of Accountability (VSA). The AVPAA is expected to work with the Associate Vice President of Student Services, the Associate Vice President for Enrollment Management and the Associate Vice-President for Information Resources to enhance student success initiatives related to retention, enrollment growth, distance education and program development.

Duties and responsibilities	% Time
Assist in the timely development of the annual instructional budget and serves as a liaison between the Deans and Provost's office related to financial issues and summer school.	15
Assist and support as necessary the leadership and relevant committees and university organizations including Faculty Senate, Academic Council, Academic Associates Council, University Council and serves as an ad hoc member of various committees as requested by the Provost or President.	15
Provide oversight for the Library and the Office of Sponsored Programs.	15
Prepare and submit course, degree and program requests and reports and coordinates academic program reviews and accreditations.	15
Acts as a liaison between students and the schools, handles student academic appeals and complaints, guides students and the schools in complying with university guidelines, coordinates academic and behavioral-based appeals with the Dean of Students.	15
Works with the Provost office staff to develop the academic calendar, assist with academic publications such as but not limited to the university catalog and faculty handbook.	15

Promotes effective teamwork among and between the members of the UHCL community and supports a climate of encouraging workforce diversity; performs other duties as assigned by the Provost.	10
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*This position description describes the general qualifications, duties and responsibilities of work being performed.*