

Vice President for Academic Affairs

The Vice President for Academic Affairs is directly responsible under the President for the supervision and execution of the academic activities of the University and all aspects of the University's information technology systems.

Vice President for Academic Affairs Responsibilities:

- Serve as a member of the President's Cabinet.
- Determine faculty schedule and workloads in consultation with the Division Chairs and the President.
- Develop and administer the academic budget in consultation with faculty, the Division Chairs, and the President.
- Encourage innovative approaches to instruction necessary for meeting the needs of our students and the mission of the University.
- Appoint and supervise Division Chairs.
- Preside over the Curriculum Committee and supply the committee with data on curriculum status and problems.
- Provide leadership in new program development in consultation with Division Chairs and the President.
- Ensure that each ongoing and new academic program is reviewed according to Board policy.
- Supervise and lead the campus accreditation activities.
- Develop campus-wide assessment programs and coordinate these efforts with the Office of Academic Assessment.
- Confer and ensure broad-based participation of faculty on curricular and other academic related matters.
- Develop and coordinate the semester class schedule in cooperation with the Division Chairs and the Office of Academic Records.
- Recruit, select, and evaluate faculty, and recommend to the President following established procedures.
- Consult and confer with the President and the Division Chairs in matters involving the promotion, tenure status, and reappointment of faculty.
- Ensure effective academic advisement of students.
- Monitor and coordinate the activities of the Teacher Education Committee and serve as a non-voting member.
- Member of the Admissions and Academic Standards Committee.
- Administer the Student Survey of Instruction.
- Maintain and monitor a file of current syllabi for all courses.
- Maintain and monitor a file of current faculty Supplementary Data Reports.
- Direct the Summer Session.
- Supervise and provide leadership for the Library, Office of Academic Records, Information Technology Services, Office of Extended Learning, Child Development

Programs, Office of Academic Assessment and Office of Instructional Technology.

- Represent the University on the North Dakota University System Academic Affairs Council and assume responsibility for informing the University of new changes, trends, or policies.
- Monitor the activity of the Teacher Education Council with updates from the Mayville State University representative. The Division of Education and Psychology Chair or their designee is the MSU representative.
- Assist with economic initiatives that are vital to our local economy by encouraging the development of appropriate academic programming.
- Collaborate with other universities in joint academic ventures.
- Assume responsibility and provide leadership for University academic grant writing activities.
- Act on behalf of the President in his/her absence or disability and serve as second in command.
- Assume other duties as assigned by the President.
- Serve on the Governing Board of Directors for Head Start.

Information Technology Responsibilities:

- Provide the leadership and vision to move information technology forward in a business and academic setting.
- Establish and maintain budgets for all areas of information technology services.
- Conduct strategic planning for information technology.
- Management of areas and personnel in information technology services.
- Leadership and management of the campus notebook computer initiative.
- Responsible for the day-to-day operations of the University's information technology functions.
- Select a chairperson of the Technology Planning Committee for advancing campus technology.
- Responsible for submitting state technology reports.
- Serve on state level technology related councils or appoint a designee.

Adopted: Fall, 2014

Sponsored by: President and Vice President for Academic Affairs