

Vice Provost for Academic Affairs (4953)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205716>

Downloaded On: Sep. 30, 2023 1:52am

Posted Feb. 16, 2023, set to expire Dec. 7, 2023

Job Title	Vice Provost for Academic Affairs (4953)
Department	Vice Provost
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Feb. 16, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Academic Affairs
Job Website	https://employment.niu.edu/postings/69725
Apply By Email	
Job Description	

Overview

NIU seeks a dynamic, collaborative, and visionary leader to serve as the Vice Provost for Academic Affairs (VPAA). The VPAA coordinates strategic initiatives within the Office of the Executive Vice President and Provost (EVPP) and serves as a liaison to other offices. Within this responsibility, the Vice Provost will provide broad oversight for activities focused on the academic success of undergraduate students. The incumbent will provide strategic leadership to and coordinate activities that relate to the undergraduate curriculum, to academic standards, and generally to the undergraduate educational experience and academic environment. Along with the Vice President for Enrollment Management, Marketing and Communication, the VPAA co-leads the strategic enrollment management team to ensure successful admission, matriculation, retention, graduation, and career success of undergraduate students. In coordination with the Vice President for Academic Diversity, Equity and Inclusion and Chief Diversity Officer, the VPAA will promote an equity lens in academic programs and in the support and retention of a diverse community of students. In collaboration with the

Vice Provost for Academic Affairs (4953) Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205716>

Downloaded On: Sep. 30, 2023 1:52am

Posted Feb. 16, 2023, set to expire Dec. 7, 2023

Vice President for Student Affairs, the VPAA will develop and implement collaborative initiatives, strategies, and programs related to student success outside of the classroom.

Units reporting to this position include the Academic Advising Center, Huskie Academic Support (including the tutoring and writing centers), New Student Orientation, Educator Licensure and Preparation, Registration and Records, Student Athlete Academic Support Services, Community College Partnerships, the McKinley “Deacon” Davis CHANCE program, and University Honors.

Position Summary

The VPAA has broad responsibility for overseeing the undergraduate academic mission, including the undergraduate curriculum and strategic coordination with units that serve undergraduate students on campus. This position oversees academic functions related to the retention, academic progression, and graduation of NIU’s diverse undergraduate student body.

Essential Duties and Responsibilities

- Lead the development of innovative curricula, new degree programs and alternative credentials that serve the needs of students with prior credit and prior learning, including transfer students and adult learners ensuring the University responsiveness to changing student needs and demographics;
- Provide data-informed strategic guidance for initiatives focused on student retention, academic progression, and graduation with an intentional focus on equity gaps;
- Provide leadership for the McKinley “Deacon” Davis CHANCE program. The guiding mission of the McKinley “Deacon” Davis CHANCE Program is to facilitate campus-wide support and provide personalized financial, academic, social, and organizational guidance to students selected through NIU’s holistic admissions process to enroll in the program;
- Create a unified leadership team that fosters collaboration to provide seamless student-centric services focused on student success, engagement and belonging;
- Co-chair the Strategic Enrollment Management (SEM) committee and serve as an innovative and strategic leader of the SEM team;
- Ensure that the processes, policies, and systems for course offerings, catalogue changes, and course registration support timely student graduation;
- Build and maintain strong collaborative relationships with senior institutional leadership, direct reports, and key colleagues (associate deans, program directors, student affairs professionals, and others);
- Develop, maintain and ensure stable and productive relationships with community college partners; expand the extent and breadth of such partnerships;

Vice Provost for Academic Affairs (4953)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205716>

Downloaded On: Sep. 30, 2023 1:52am

Posted Feb. 16, 2023, set to expire Dec. 7, 2023

- Serve as co-chair of the Baccalaureate Council (BC) and the General Education Committee (GEC) and as the administrative officer of all the standing committees that report to both the BC and GEC;
- Manage student grievances, academic exceptions, withdrawals and appeals for the Office of the EVPP;
- Strengthen connections to faculty and academic programs by increasing faculty engagement in student success initiatives including student retention, and course success;
- Perform other duties as assigned.

Minimum Required Qualifications (Civil Service)

N/A

Specialty Factors (Civil Service)

N/A

Preferred Qualifications (Civil Service)

N/A

Minimum Required Qualifications (SPS)

- A terminal degree and an academic record that would merit tenure in a department at NIU.
- At least five years administrative experience in higher education.

Additional Requirements (SPS)

- Demonstrated commitment to equity, diversity, and inclusion;
- Excellent written and oral communication skills.

Preferred Qualifications (SPS)

- Management experience with one or more units reporting to the VPAA or with units that are similar;
- A demonstrated understanding of research-based approaches to student success; knowledge of trends in enrollment, student retention, curricular innovation, and other related activities;
- Commitment to developing and supporting initiatives and programs that address equity gaps in academic attainment;
- Strong problem-solving skills with the ability to work independently;

Vice Provost for Academic Affairs (4953)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205716>

Downloaded On: Sep. 30, 2023 1:52am

Posted Feb. 16, 2023, set to expire Dec. 7, 2023

- An understanding of and commitment to shared governance;
- A proven record of success in setting priorities, allocating resources, and achieving specific goals.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,