



Lincoln Christian
UNIVERSITY

Vice President of Academics

Department: Academics

FLSA Status: Exempt

Work Schedule: Monday-Friday and some weekends and evenings as needed

Amount of Travel Required: 2-4 times per month

Job Status: Full-time

Reports To: President

Positions Supervised: Academic Deans, Director of Academic Services, Academic Council

POSITION SUMMARY

The Vice President of Academics (VPA) is the chief academic officer and reports directly to the President, and serves as a member of the President's Leadership Team. The VPA leads a team of Deans, who report directly to the VPA, as well as with the University's Academic Council, which is made up of the VPA, Deans, and elected Faculty Representatives. The VPA's primary purpose is to ensure that the academic mission of the University is fulfilled with excellence, especially in the areas of faculty (teaching) and instruction (learning). The VPA is expected to be a faculty advocate who helps create an environment where teaching and learning excel - in and out of the classroom.

ESSENTIAL FUNCTIONS

- Personal Attributes
 - Live a life of Christian character leading moral purity and personal integrity
 - Think strategically, act proactively, lead collegially, communicate effectively, manage risk, problem solve, and serve pastorally
- Processes (focused on leadership and management)
 - Provides servant leadership that inspires, challenges, and empowers others
 - Utilizes effective and efficient management structures
 - Communicates regularly and sufficiently with all appropriate parties
 - Involves personnel appropriately in decision-making processes
 - Interacts collegially and creatively with other administrators and with trustees
 - Organizes and leads the University's institutional effectiveness/assessment efforts
- Personnel (regular faculty, adjunct faculty, non-teaching faculty, academic support staff)
 - Works with Deans to plan for and select new personnel as needed and as feasible
 - Works with the Deans to facilitate orienting and mentoring new personnel
 - Empowers Deans to create a program of professional development for current personnel
 - Supervises the assessment and evaluation of current personnel
 - Promotes faculty and staff welfare
- Programs (in instruction and in academic support areas, such as the library)
 - Helps communicate a vision and create a plan for all programs in keeping with the mission
 - Allocates funding and other resources for academic programs
 - Works with Deans to ensure that all programs are regularly evaluated and revised as needed
 - Works with Deans to facilitate the planning for and implementation of new programs
 - Creates an environment where all programs are treated fairly and appropriately
 - Carries a teaching load of 6 credit hours per year
- Policies (guiding principles for academic life)
 - Coordinates the creation, implementation, communication, and evaluation of academic policies
 - Serves as a member of the President's Cabinet
- Publications
 - Coordinates efforts to present academic issues professionally to all appropriate publics
 - Directs the production and publication of academic catalogs in a professional manner
 - Ensures that all external reports regarding academics are completed in a timely, accurate, and professional manner (e.g. self-studies, annual accreditation reports, etc.)

- Facilitates the creation, communication, implementation, and evaluation of internal reports as needed (e.g. trustee reports, annual factbook, special project reports, feasibility studies, annual agreements, teaching agreements, syllabi, etc.)
- General Responsibilities
 - Participate in professional development as opportunities are made available
 - Accept as true LCU’s Statement of Faith and support LCU’s mission, vision, core values, and philosophy of education
 - Adhere to all University policies faithfully including the Employee Handbook and live “above reproach”
 - Encouraged to lead spiritual events and engage in mentoring students
 - Attend campus employee meetings as scheduled
 - Other duties and responsibilities as assigned

POSITION QUALIFICATIONS

- Commitment to the mission, vision, and values of the institution as well as the principles of the Stone-Campbell Movement
- A quality of spiritual life that is exemplary and distinctly Christian
- Ability to inspire academic excellence
- Strong leadership skills
- Demonstrated ability to motivate people and manage complex systems
- Exceptional interpersonal, verbal, and written communication skills
- Strong organizational, time management, and planning skills with the ability to multi-task, manage, and prioritize multiple project and work independently and collaboratively

SKILLS & ABILITIES

Education: An earned doctorate from a regionally accredited institution (or its foreign equivalent)

Experience: Relevant professional experiences (including experience in higher education and assessment). Candidates whose past education and/or experience includes an institution accredited by the Association of Theological Schools are preferred.

Computer Skills: Proficiency with computers, word processing, and spreadsheet management software required

PHYSICAL DEMANDS

Physical Abilities

Stand:	F (Frequently)
Walk:	C (Constantly)
Sit:	C (Constantly)
Reach Outward:	C (Constantly)
Reach Above Shoulder:	O (Occasionally)
Climb:	N (Not Applicable)
Crawl:	N (Not Applicable)
Squat or Kneel:	F (Frequently)
Bend:	F (Frequently)

Lift /Carry

10 lbs or less:	C (Constantly)
11-20 lbs:	O (Occasionally)
21-50 lbs:	N (Not Applicable)
51-100 lbs:	N (Not Applicable)
Over 100 lbs:	N (Not Applicable)

Push / Pull

12 lbs or less:	O (Occasionally)
13-25 lbs:	O (Occasionally)
26-40 lbs:	N (Not Applicable)
41-100 lbs:	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

- Office setting
- Various campus environments