



Reformed University Job Description

- Director of Academic Affairs - Chief Academic Officer

OCCUPATIONAL SUMMARY:

This position reports to the President of the University, works in tandem with the other department chairs or directors, and supervises all the support staff in the Office of Academic Affairs. This position also hires and supervises any and all teaching and research assistants throughout every academic year, as well as the adjunct instructors.

He/She is the Chief Academic Officer of the Reformed University, responsible for all academic-related affairs and leadership in the institution, also manages a broad portfolio of duties that includes responsibility for faculty recruitment and retention, promotion and tenure, merit awards, and professional leave; the University Library; the Office of Research; and various academic centers, programs, and services.

Chief Academic Officer manages and supervises overall development and implementation of all Online / Distance Education curriculum, faculty assignment, and operation.

In addition, the Chief Academic Officer serves as the University's chief operating officer, overseeing the operations of the University in the President's absence and serving on the President's senior management team along with the senior leadership. Chief Academic Officer collaborates on matters related to strategic planning, budget, facilities, student affairs, human resources, institutional advancement, University relations, legal issues and information technology.

POSITION AND JOB DESCRIPTION:

Formal Title (Position):

- Director of Academic Affairs
- Full-Time Faculty Member
- Chief Academic Officer
- Chief Operation Officer (in the President's absence)

Miscellaneous Job Duties:

- Full member of Executive Faculty Committee
- Full member of Academic Standing Faculty Committee
- Full member of (Graduate) Program Faculty Committee
- Full member of Graduation Faculty Committee
- Ex-Officio in Admissions Faculty Committee
- Ex-Officio in Library and Publication Faculty Committee
- Full membership in every council including strategic, budget, and grievance

PRIMARY DUTIES:

- Develop, plan, and implement the curriculum in cooperation with the faculty and sponsoring academic department Chairs or Directors.
- Work with Department Heads and faculty to conduct an ongoing evaluation of the curriculum and how it serves the formation of the students, for example: identifying areas where new faculty need to be recruited.



- Overall responsibility for internal academic affairs including day-to-day management of academic matters of the University, handling curriculum and course works set for student's advancement
- Overall responsibilities in faculty assessment and development.
- Support the works of academic department Chairs.
- Coordinate annual faculty retreat.
- Plan and implement the budget for Academic Affairs, and consult with the Director of Budget Department on the overall budget for the Office of Academic Affairs and Academic Departments.
- Work with the Department Chairs on strategic planning and the governance of the Office of Academic Affairs and Academic Departments. Consult with the administrative staff regarding the relationship between what is charged for tuition, how much financial aid is offered, the success of recruiting and retaining students, and the annual operating budget of the Office of Academic Affairs and Academic Departments.
- Oversee the tenure and promotion process for faculty.
- Hire and supervise teaching and research assistants, and adjunct instructors in consultation with the Human Resources.
- Communicate with outside organizations and various University departments to coordinate activities, exchange information and resolve issues or concerns.

As the Chief Academic Officer of Reformed University, he/she should:

- Serves as an honest, trusted confidant to the President;
- Capably represents the University and facilitates partnerships among a variety of external constituents, including alumni and donors, government and civic officials, and business and community leaders;
- Capably represents the University and facilitates partnerships with Georgia Nonpublic Postsecondary Education Commission and accrediting agencies;
- Serves as a liaison and a chair for applying and maintaining for university authorization from GNPEC (Nonpublic Postsecondary Education Commission of Georgia);
- Serves as a liaison and a chair for applying and maintaining for accreditation candidacy from TRACS (Transnational Association of Christian Colleges and Schools);
- Developing and updating the school Catalog;
- Promotes academic excellence throughout the University;
- Facilitates interdisciplinary collaboration among academic leadership and faculty;
- Provides dynamic, visionary, strategic leadership with effective operational implementation;
- Works effectively with members of the Board of Trustees and other leadership boards and committees which serve the University;
- Presides over collaborative, transparent decision-making processes among administrators, faculty, staff and students resulting in shared University governance;
- Effectively engages in collective bargaining relationships with faculty and staff;
- Helps to design and implement innovative strategies affecting the future of higher education, including online learning and other technologies;
- Pursues global education opportunities on behalf of faculty and students;
- Drives the implementation of the University's student success strategy;
- Fosters the University's commitment to "engaged learning," including internships and cooperative learning agreements, civic engagement, public scholarship and outreach;
- Promotes diversity and inclusion in all matters of the University's affairs;
- Represents the interests and values of campus constituencies engaged in the academic enterprise—including faculty and students—to the president; and



- Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

REQUIREMENTS:

Foreign Language Requirements:

Foreign Language proficiency strongly required – Korean

Educational Requirements:

Candidates must possess a terminal degree and will have demonstrated achievement in teaching and scholarship. Candidates will also have a proven record of leadership, collaboration, and higher education experience as Dean, Associate Provost, Vice Provost, or Provost or in a position comparable.

Personal and Leadership Qualities Requirements:

- A high level of integrity and devotion to ethical behavior.
- Superb oral and written communication skills.
- Broad higher education experience.
- Strong record of fiscal management.
- Profound and varied academic and scholarship record.
- Effective strategic thinker.
- Aptitude for executive, administrative leadership.
- Ability to make evidence-based decisions in a timely fashion and to verify them with assessment and evaluation practices.
- History of effective, high-caliber hiring decisions.
- Capacity to forge and nurture partnerships with private, non-profit, and public entities as well as other institutions of higher education.

Professional Job Experience Requirements:

- Understanding of the operations of a comprehensive, academic institution, including professional disciplines as well as the liberal arts.
- Insights into the unique characteristics of an urban-based University.
- Demonstrated commitment to shared-governance and transparent decision-making.
- Commitment to advancing a high-level of teaching and research across disciplines at the undergraduate and graduate levels.
- Experience engaging collective bargaining units.
- Familiarity with effective strategies for increasing student academic success.
- Proven responsibility to diversity and inclusion practices in a higher education context.
- Awareness of innovative strategies in online learning and other technologies.
- Ability to advance global education strategies.

REPORTING DUTIES:

Reporting Responsibility to:

- President

The intent of this job description is to provide a representative and level of the types of duties and



responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.