Appendix J2.8

Associate Vice President,
Academic Affairs
## Administrative & Professional Faculty Position Description

### FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

**Position Description**

1. **Division:**
   - Academic Affairs

2. **School/College/Department:**

3. **Position Number:**

4. **Subsection/Section:**

5. **Room/Building:**
   - 208 SBI South Wing

6. **Department Number:**

7. **Transaction Type:**

8. **FTE:**
   - 1.0

9. **Pay Plan:**

10. **On-Call:**

11. **Call back:**

12. **Lead Worker:**

13. **City:**
   - Tallahassee

14. **Current Class Code:**

15. **County:**
   - Leon

16. **New Class Code:**

17. **New Class Title:**

### Description of Specific Duties and Responsibilities

Responsible to the Provost and Vice President for Academic Affairs and reports directly to him/her.

Responsible for oversight of the Office of Institutional Effectiveness, including Director of Planning and Director of Program Quality. Also responsible for oversight of Quality Enhancement Plan Office, Director of QEP; and the Office of University Assessment, Director of Assessment.

Provide leadership and guidance on the processes for new program development, program reviews, accreditation, and other issues relating to academic program quality and continuous improvement.

Academic contact for Academic Affairs to the Florida Board of Governors

Serves as a member or chair of appropriate advisory committees.

Recommend policies and procedures designed to enhance effectiveness of the institution.

Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of his/her area(s).
Position Number: _____

19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.
   Director of Planning
   Director of Program Quality
   Director of Quality Enhancement Plan
   Director of Assessment

20. SUPERVISOR’S POSITION: Number: _____ Class Code: _____ Class Title: Provost and Vice President for Academic

21. WORKING HOURS:
   a) Daily from 8:30 am to 5:30 pm  
   b) Total hours per week 40
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

24. KNOWLEDGE/SKILLS/ABILITIES:
   Earned doctorate; at least 8 years of relevant experience in higher education; ability to communicate effectively with administrators, faculty and students; demonstrated leadership ability; excellent oral and written communication skills; experience in working with minority and diverse university-related populations; ability to work as an effective team leader.

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
   Please review statements below check all that apply.
   ☐ This position requires a background check and/or fingerprinting.
   ☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   ☐ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   ☐ This position requires licensure, certification or other special requirements described below.

26. SIGNATURES: Incumbent: ____________________________ Date: ________________
   Supervisor: ____________________________ Date: ________________
   Reviewing Officer: ____________________________ Date: ________________

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