

WESTMONT COLLEGE

Position Description: Vice President for Academics and Dean of Faculty

The Vice President for Academics and Dean of Faculty is the number two administrative officer of the college, reporting directly to the President. As the senior administrator of the entire educational program of the college, the Vice President for Academics is also dean of faculty, with primary responsibility for the academic program, and, along with leadership from the Vice President for Student Life, for the co-curricular life of the student body as well. One of the key priorities for Westmont College is to continue and enhance the close working relationship we enjoy between the curricular and co-curricular programs of the college.

As such, the Vice President for Academics must embody and articulate the character of the college as stated in our mission statement and lived out within our community. This individual must possess an authentic and vital personal Christian faith and an excitement about the quest for truth pursued through a classic liberal arts curriculum.

The Responsibilities of the Vice President for Academics include the following:

1. To articulate the vision of a Christian liberal arts college of excellence in a manner that is compelling both internally to the members of the college community and externally to the various constituencies of the college;
2. To be a thought leader with a demonstrable commitment to cultivating and supporting thought leaders and public intellectuals among the faculty;
3. To develop and integrate all aspects of our academic life and to work with Student Life and the Campus Pastor to promote the intellectual development, spiritual growth and character formation of all our students;
4. To oversee the continued development of a comprehensive undergraduate curriculum strongly built upon the classic liberal arts traditions and informed by a Christian world view;
5. To ensure that all academic programs are coordinated with student development activities and spiritual life programs in order to provide an effective means for nurturing a strong and mature Christian commitment by each student, consistent with the values and beliefs of our evangelical Christian community;
6. To coordinate and provide resources and support to enable the faculty, both individually and collectively, to achieve excellence in teaching, scholarship, research, and service, as well as in related pursuits in the arts;
7. To oversee the recruitment, retention, and professional development of our teaching faculty as well as other professional personnel necessary for the academic mission of the college;
8. To promote the appropriate adoption of effective educational methodologies, technologies and innovative programs compatible with our mission;

9. To ensure ongoing assessment of student learning and periodic review of all academic programs;
10. To prepare, administer and supervise the management of the budget for all educational programs of the college;
11. To maintain appropriate contact with the broad constituencies of the school, to be aware of needs and trends, and to make appropriate policy and program recommendations to the president;
12. To work with the other vice presidents on the Executive Team in assisting the president in his work with the Board of Trustees by preparing progress reports in program areas, making recommendations for the approval of the president and board, and by serving as a resource person for the Board and its related committees;
13. To represent the interests of the college in work with educational and professional associations to which the college belongs; and
14. To demonstrate a spirit of collegiality in all working relationships.
15. Behavioral expectations of all Westmont staff include the following: working collaboratively and harmoniously with others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; addressing issues willingly and constructively to discover practical and lasting solutions for all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

The Primary Working Relationships of the Vice President for Academics:

1. Either directly or indirectly, the Vice President for Academics provides administrative oversight of the following:
 - Associate Dean for Curriculum
 - Associate Dean for Planning and Research
 - Athletic Director
 - College Archivist
 - Dean of Admissions
 - Departmental Chairpersons
 - Director of Advising and Disability Services
 - Director of Assessment
 - Director of Internships
 - Director of Library and Information Services
 - Director of Off-Campus Programs
 - Director of the Gaede Institute for the Liberal Arts
 - Director of the Reynolds Gallery
 - Faculty Members
 - Registrar
 - Special Assistant for Diversity Initiatives

2. In addition to responsibility for all academic programs, the Vice President for Academics will coordinate with the Vice President for Student Life to ensure the integration of our academic philosophy with all programs of the college.
3. The Vice President for Academics is the primary liaison between the College and WASC (Western Association of Schools and Colleges), our regional accrediting body.

Additional Information:

Westmont College is a top-tier, national liberal arts college located in Santa Barbara, CA. In addition to our outstanding teaching and learning environment and highly competitive salaries the College also offers a housing assistance program that permits faculty and senior administrators to live in close proximity to the campus.

Additional Qualifications:

1. Holds a Ph.D. from an accredited university in a relevant field.
2. Demonstrates a proven track record in higher education administration.
3. Has experience working in a higher education context reflective of a deep commitment to the liberal arts.
4. Manifests a personal understanding of and commitment to the liberal arts.
5. Proven ability to inspire and work well with faculty.
6. Willingness to invest seven to ten years.
7. Displays an adept ability to handle conflict and build collegiality.
8. Is technologically-inclined and interpersonally-savvy.
9. Displays an active commitment to a leadership team and demonstrates a loyalty to the endeavors of the mission of the College.
10. Has a keen sense of humor, a compelling passion for living, and an infectious personality.