

Mesa State College  
ANNOUNCEMENT OF POSITION VACANCY  
Assistant Vice President for Academic Affairs

PLEASE NOTE: This is an internal posting, open only to eligible Mesa State College faculty and staff.

RESPONSIBILITIES: This position reports to the Vice President for Academic Affairs, supervises the director of advising and academic services, and provides administrative oversight of instructors for Freshman Year programs. Essential duties and responsibilities include the following, and additional relevant duties may be assigned:

- Curriculum development and modification
- Coordination of graduate programs
- Program review process coordination with academic department heads
- Assessment of academic programs
- Oversight of freshman year program (i.e., FYI and SUPP 101) instructors
- Coordination with the Faculty Senate's Curriculum Committee
- Coordinate transfer articulation agreements and serve as liaison with the State regarding guaranteed transfer curriculum
- Oversight of academic student services which includes the Center for Advising and Academic Services and its related offices (i.e., tutoring, testing, and educational access)
- Course scheduling coordination, in collaboration with academic department heads
- Hiring of adjunct and temporary faculty, in collaboration with academic department heads
- Updating and implementing of academic policies and procedures, (e.g., student complaints (e.g., grade appeals, academic dishonesty) and general education substitutions/waivers)
- Provide general assistance to the Vice President

EDUCATION & EXPERIENCE: The position requires an earned doctorate from an accredited institution of higher education; a minimum of 7 years of full-time college-level teaching experience, with at least 5 years at the rank of Associate Professor or Professor. Academic administrative experience in an institution of higher education at the departmental, school/college, or institutional levels is also required.

TYPE OF APPOINTMENT: .6 FTE, to begin in January 2010.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, apply by October 30, 2009.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements and responsibilities of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), voluntary affirmative action form (available at <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>) and the names, phone numbers and e-mail addresses of three professional references to:

Asst. VP for Academic Affairs Search Committee  
Human Resources, LHH 237  
Mesa State College  
1100 North Avenue  
Grand Junction, Colorado 81501-3122  
Phone: 970 248-1820

For more information about this position, contact Dr. Carol Futhey at 248-1881.

*Mesa State College is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Mesa State College is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.*