



Associate VP of Academic Affairs for Professional and Graduate Studies

Pending Budget Approval

Full Time / Salary

REPORTS TO

The Vice President of Academic Affairs (VPAA) for Professional and Graduate Studies

DEPARTMENT

College of Professional and Graduate Studies

EFFECTIVE DATE

January 4, 2022

JOB SUMMARY

The College of Professional and Graduate Studies is seeking an Associate Vice President of Academic Affairs (AVPAA) for PGS to provide leadership for new program development and implementation; and support program directors and faculty in advancing instructional outcomes and academic excellence. The AVPAA serving with administrative responsibilities will be a member of the SNU faculty.

RESPONSIBILITIES

Essential Functions:

- Collaborate with the VPAA, the Provost and the PGS Senior Leadership Team to plan new graduate and professional studies programs, shepherd new program proposals through institutional approval processes, and work to ensure Higher Learning Commission (HLC) approval and other relevant accreditation as needed.
- Guide new programs in their deployment through supporting new program directors in navigating institutional processes, implementing assessment, and making program improvements in the rollout of early cohorts.
- Collaborate with the VPAA to foster a culture of continuous improvement through regular assessment and cyclical program review.
- Work with program directors and student support service on persistence strategies to increase completion rates in each program.
- Assist the VPAA in applying institutional policy in working with program directors, faculty, the Registrar's Office, and the Business Office.
- Work closely with the Director of Faculty Development to administer effective onboarding for new faculty and implement high-caliber professional development activities that cultivate instructional excellence and supportive learning environments.



- Teach one course in each term in Professional Studies or Graduate Studies (two courses per year)
- Collaborate in special projects and perform other duties as assigned by the Vice President of Academic Affairs for Professional and Graduate Studies

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- Doctorate required.
- Minimum of three years of experience working in higher education academic administration (e.g. at the Dean level and above) or five years of academic leadership at the program level (e.g. Program Director, Department Chair, etc.)
- Experience and skills in quantitative and qualitative research design.
- An understanding of adult learning theory.
- A commitment to and understanding of online learning as a robust educational delivery method.
- Ability to adhere to strict confidentiality requirements.

Preferred Qualifications:

- Some college coursework.
- Experience in higher education
- Effective leader, collaborator, and communicator with a proven ability to lead teams, solve problems and develop solutions, and inspire others to achieve their professional best.
- Possess strong verbal and written communication skills with a positive attitude and high level of energy and enthusiasm.
- Always conducts himself/herself with the highest levels of personal and professional integrity and ethical standards.
- Exceptional persistence and self-motivated work ethic.
- Ability to prioritize and manage multiple tasks efficiently.

Supervision Received:

Receives supervision and work assignments from the Vice President of Academic Affairs for Professional and Graduate Studies (VPAA for PGS), the designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for faculty, program directors and professional staff in the College of Professional and Graduate Studies.



Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu



Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.



- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).