



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice **Chief Academic Officer**

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, innovative, responsible, and highly skilled Chief Academic Officer to provide leadership and direction for the Office of Instruction and to provide quality education to meet the needs of the citizens of Tillamook County. This is an opportunity to oversee all aspects of the instructional programs, including all credit and non-credit courses and programs, developmental education courses, dual credit courses with the county high schools, adult basic education and ESOL classes, and partnerships with other organizations and companies to deliver instruction.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC annually serves over 2,000 students and approximately 450 FTE.

Organizational Relationship

The Chief Academic Officer reports to the College President.

Responsibilities

The Chief Academic Officer is responsible for leading, directing, and managing the academic instruction, programs, services, and operations in an integrated instructional, academically centric, and student success-oriented setting. This position provides leadership in the areas of academic integrity; program quality; academic and strategic planning; business, industry, and community relations; and economic relevance. The Chief Academic Officer provides college-wide vision, leadership, and strategic direction as a member of the College's Leadership Team. The ideal candidate combines both strategic thinking and strong execution skills. The candidate is experienced in working successfully with various education partners, leadership styles, multiple community partners, and a diverse community of interest.

The Chief Academic Officer is responsible for the following areas:

- Credit and non-credit instruction
- Library
- Leadership and management of faculty, professional and support staff in the Office of Instruction
- Curriculum and course development
- Instructional innovation, quality, and student learning outcomes assessment
- Academic budget development and management
- Implementation and adherence to academic policies

Principal Duties and Responsibilities:

- Serves as a member of the College's Leadership Team which is responsible for vision casting, strategic planning, curriculum leadership, fiscal management, resource development, and policy setting. The team demonstrates a collaborative leadership and management style across all work groups and functional areas of the College in advancing the College's mission. The team also encourages and supports innovation, experimentation, and an entrepreneurial attitude across all phases of the academic enterprise.
- Assists the President in the development of the academic operational and capital budgets and advises the President on academic matters, strategic efforts, higher education issues, trends, and best practices.
- Represents the College in academic matters within the College, in the community, with educational partners, and at the state level being an active member of the OR Community Colleges Council of Instructional Administrators.
- Ensures that the College designs, develops, and delivers a comprehensive array of instructional programs and services which fulfill TBCC's institutional mission in such areas as developmental education, general education, transfer education, career and technical training, workforce development, economic development, continuing education, and community service. Ensures compliance with academic standards for degree, certificate, and non-credit programs including Adult Basic Skills.
- Leads and oversees budget management to support academic policy development, academic program review, curriculum development, professional development, teaching effectiveness, and scheduling. Monitors spending and approves expenditures within annual budgets, performs budget revisions, and prepares budget reports as needed or requested
- Provides leadership in developing and offering market-driven academic programs and in course scheduling and delivery programs and mechanisms with an emphasis on quality, access, student learning, and success. Develops business plans and projections for proposed projects. Facilitates creative changes in instructional programming, processes, and procedures. Plans, develops, and implements innovative programs in order to provide a rich and supportive student-learning environment while meeting the needs of the community.

- Oversees the academic programs, enrollments, and operations of the College's academic delivery. Assesses quality of program operations including metrics to track and evaluate progress. Conducts reviews/studies to determine the demand for new courses/programs and services, and reviews existing classes/programs and services for relevance and currency. Modifies existing program services or creates new program offerings in order to provide a rich and supportive student-learning environment while meeting the needs of the county.
- Sets and communicates program priorities and performance standards and assesses operations including monitoring attrition analysis and assists with campus issues relating to student persistence and completion.
- Leads assessment of student learning outcomes. Provides for quality assurance reviews and addresses areas in need of attention.
- Oversees the development and implementation of academic strategic planning and assessment. Integrates academic planning, program evaluation, and outcomes assessment into the TBCC Strategic Plan.
- Responsible for development of the Office of Instruction Program Review every three years and overseeing the development of the Program Reviews for all academic programs and the Library.
- Ensures campus compliance with state, federal, and accreditation regulations and policies, including coordinating instructional activities in the Strategic Framework.
- Coordinates strategies with College leadership and staff to achieve desired organizational results in areas of customer satisfaction, student retention, graduation rates, and satisfactory student progress. This includes leadership to ensure overall satisfactory academic progress in the areas of attendance, grades, matriculation, and graduation.
- Responsible for full time and adjunct faculty recruitment, orientation, evaluation, professional development, course assignments, and overall instructional leadership. Administers all personnel matters in compliance with the provisions of College policies and procedures, and state and federal regulations. Recommends appointments, transfers, promotions, reclassification, disciplinary action, layoff, or termination of subordinates; assigns work, communicates job expectations and performance measures, conducts performance evaluations, and plans for staff development of unit employees; monitors and approves use of paid leave; and ensures that all duties are performed in compliance with policy and procedure, college regulations, and equal employment opportunity guidelines.
- Oversees the coordination and maintenance of program and institutional accreditation and establishes effective relationships with accrediting associations.

- Develops, promotes and evaluates articulation/transfer agreements with other educational institutions and develops policies and procedures for the transfer of academic credit.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies; participates in internal and external meetings and seminars.
- Performs other duties assigned by the President.

Required Qualifications

TBCC is seeking an experienced and innovative leader with demonstrated academic and management expertise. The successful candidate must demonstrate a collaborative and collegial management style, excellent and transparent communication skills, and the ability to forge effective working relationships with a broad range of internal and external constituents.

- A Master's degree minimally with an earned Doctoral degree preferred in higher education/leadership, a teaching discipline, or a closely related field from a regionally accredited university.
- Five years of experience in academic administration in higher education including administrative or supervisory duties concerned with curriculum and program planning, development, and assessment; fiscal, personnel, and operational management; and strategic planning.
- Demonstrated understanding of, and a commitment to, the community college mission and purpose, teaching and learning, and student success.
- Proven track record of developing and implementing strategic plans and achieving measurable results. Project management skills including the ability to define projects, prioritize, and manage multiple projects; measure and evaluate progress and outcomes; and meet timelines while producing quality work.
- Expertise in the objective analysis of complex information or problems to derive logical conclusions and provide a sound basis for establishing priorities and selecting appropriate courses of action.
- Experience with the use of best practices, innovations, and research in providing outcome-based programs.
- Demonstrated ability to foster and sustain innovation, collaboration, and shared decision-making.
- Accomplished report writer with strong writing and verbal communication skills.

- Ability to effectively present information and respond to questions from colleagues, learners, accrediting and licensing agencies, and the general public.
- Demonstrated evidence of strong communication, interpersonal, and relationship management skills.
- Ability to multi-task and prioritize.
- Ability to develop and maintain a schedule of classes and course catalog.
- Knowledge of accreditation requirements and processes.

Application Information

Applicants **must** submit:

- a completed TBCC application,
- a letter of application addressing each of the required and preferred qualifications,
- a resume, and
- unofficial copies of college transcripts.

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Mail application packets to:

Tillamook Bay Community College

Attn: Human Resources

4301 Third Street

Tillamook, OR 97141

Emailed applications may be sent to: patryan@tillamookbaycc.edu

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and click on Application. Applications cannot be filled out online.

Candidate selected for hire must provide official academic transcripts. Applicants chosen for in-person interviews will be reimbursed travel expenses up to \$500.

Position Open until filled

First review of applications will begin July 9, 2018.

Compensation and Position Availability

The Chief Academic Officer is a 1.0 FTE position. Salary range is \$83,617–\$94,112 based on education and experience. The position also includes excellent benefits.

Questions

Pat Ryan

Director: Facilities, Safety, and Human Resources

Voice: (503) 842-8222 x1020

Email: patryan@tillamookbaycc.edu