



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Vice President of Instruction

Department: Executive

Work type: Full Time, 1.0 FTE

FLSA: Exempt

Term of Employment: Full Time, Permanent

Compensation Band: Grade 32

Annual Salary Range: \$103,720 – \$147,879

Initial Placement Salary: Not to exceed mid-range

Organizational Relationship: Reports to the College President

Location: Tillamook, OR

College and Area Information:

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 serves nearly 2,000 students per year.

Tillamook, Oregon is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented
Innovative
Student-Centered
Equitable
Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Vice President of Instruction:

The Vice President of Instruction (VPI) is responsible for leading and managing all aspects of the academic programs, services, and operations in an integrated instructional, academically centric, and student success-oriented manner. 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 VPI provides college-wide vision, leadership, and strategic direction as a member of the College's Leadership Team.

The VPI is experienced in working successfully with various education partners, leadership styles, multiple community partners, and a diverse community of interest. The ability to build and maintain relationships with diverse partners is key. They must bring skills as a listener, communicator, and facilitator of constructive discussion to create coherence around the College's academic and instructional priorities.

A successful VPI is:

- **Trusting:** TBCC faculty and staff excel at their jobs. The VP should trust them and focus on overarching priorities.
- **Candid:** The VP should be willing to have difficult conversations with faculty colleagues, the President, as well as with all members of the community.
- **Innovative:** The VP should respect that which is in place and understand the culture before advocating wholesale change but should push the college forward keeping it at the forefront of innovation and effectiveness.
- **Mission-Driven:** Given scarce resources and challenging times, the VP should be focused and committed to the College's mission of open admission and furthering the educational opportunities of all students.
- **Supportive:** The new VP must be understanding and active in promoting a healthy work-life balance, while at the same time holding all faculty and staff to high standards of excellence for which the College is known.

Essential Job Functions:

Office of Instruction

- Strengthens the teaching and pedagogical activity of all faculty through ongoing support of faculty development.
- Develops and maintains a vetted Academic Master Plan that represents the needs of the college and community.
- Oversees the development and assessment of all curricula at the college, both credit and non-credit.
- Ensures the quality and consistency of student learning outcomes assessment processes and data collection and analysis, along with ensuring that student learning is tracked, documented, and analyzed, and faculty close the loop on student learning to continually improve their courses and programs.

- Actively supports faculty and staff who hold leadership positions and will encourage and develop others to seek important leadership roles at the College.
- Provides leadership and support to Deans and Department Chairs.
- Develops, promotes and evaluates articulation/transfer agreements with other educational institutions and develops policies and procedures for the transfer of academic credit.
- Supervises the development of on-going institutional publications, including the college catalog, class schedules, faculty handbooks, curriculum handbooks and state/federal reporting documents.

Budget and Fiscal Management

- 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.
- Leads and oversees budget management to support student initiatives including grant and legislative funding sources. Monitors spending and approves expenditures within annual budgets, performs budget revisions, and prepares budget reports as needed or requested.
- Builds the annual budget for Instruction working with division faculty and staff.

Statewide Initiatives

- Represents the College in academic matters within the community, with educational partners, and at the state level being an active member of the OR Community Colleges Council of Instructional Administrators (CIA) and Chief Academic Officers (CAO) Affinity Groups.
- Ensures that TBCC is well represented in statewide affinity groups including Oregon College Distance Learning Association (OCDLA), state-wide Curriculum Directors group, Oregon Community College Adult Basic Skills Directors (OC-CABSD), state-wide Accelerated Learning, statewide CTE.
- Contributes to statewide projects such as Guided Pathways, developmental education re-design, co-requisite course development, work-based learning, Perkins and more.
- Represents the college and needs of small rural community colleges in statewide Transfer Council and Common Course Numbering initiatives.

College Governance

- Serves as an active member of the College's Leadership Team which is responsible for vision-casting, strategic planning, fiscal management, resource development, and policy development. The team also encourages and supports innovation, experimentation, and an entrepreneurial attitude across all phases of the academic enterprise.
- 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.
- Communicates strategic plans, strategic projects and mission fulfillment endeavors to division faculty and staff.
- Integrates academic planning, program evaluation, and outcomes assessment into the TBCC Strategic Plan.
- Ensures campus compliance with state, federal, and accreditation regulations and policies, including coordinating instructional activities in the Strategic Framework.

Accreditation

- Assists the TBCC Accreditation Liaison Officer.
- Works with representatives of the Northwest Commission for Colleges and Universities (NWCCU) to ensure TBCC compliance with all accreditation standards.
- Participates in the development of all accreditation reports.
- Assists in the development of the Annual Accreditation report to NWCCU every year.
- Serves as an external evaluator for NWCCU to get experience with accreditation visits to other colleges.

Other Principal Duties and Responsibilities

- Assists the President in the development of the academic and student operational and capital budgets and advises the President on academic and student matters, strategic efforts, higher education issues, trends, and best practices.
- 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 as assigned by the President.

Knowledge, Skills, and Abilities

- 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 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 outcomes – based programs.
- Demonstrated ability to foster and sustain innovation and collaboration in decision-making.
- Accomplished report writer with strong writing and verbal communication skills.
- Demonstrated evidence of strong communication, interpersonal, and relationship management skills.
- Ability to develop and maintain a schedule of classes and course catalog.

Qualifications:

Minimum Qualifications:

- Master's degree and extensive additional experience in higher education.
- Five years of experience in academic administration in higher education including administrative or supervisory duties concerned with curriculum and program planning, and assessment; fiscal, personnel, and operational management; and strategic planning.
- Strong knowledge of accreditation requirements and processes.
- Demonstrated understanding of, and a commitment to, the community college mission and purpose, teaching and learning, and student success.
- Ability to pass a criminal background check.

Preferred Qualifications

- Doctoral degree in higher education/leadership, a teaching discipline, or a closely related field from a regionally accredited university.
- Administrative and teaching experience in a community college setting.

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS, the employer and the employee portion. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1021.

Application Information:

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. Required application materials include a cover letter, resume, and college application with 3 professional references. The submission of all required application materials is the responsibility of the applicant. Email application materials to hr@tillamookbaycc.edu. Position open until filled. First review of applications will be December 9, 2024.