

Job Description

Position: Vice President of Academics

Type: Full time, Permanent

Reports To: President

Position Description:

Under the direction of the President, the Vice President of Academics is the senior academic officer for Beal University Canada, responsible for providing innovative leadership, while managing the on ground and online academic oversight of the university's degree programs. Including accreditation, program review, budget assessment of student learning, enrolment, fiscal accountability & program, and curriculum development.

Job Duties: Vice President of Academics

- As part of the senior leadership team, provide leadership, oversight, and direction across all university academic programs
- Provide leadership and oversight to the academic operations, budgeting, and reporting.
- Advocate and promote quality instruction, student success and expansion of educational service delivery addressing the learning needs of students.
- Plan and coordinate with other administrators and faculty the schedule of classes.
- Chair the Academic Council committee, provide guidance to, and receive recommendations from Academic Council.
- Act as an officer in the recruitment and selection of faculty.
- Implement and coordinate educational programs across the university.
- Represent the University at provincial meetings, commissions and other activities.
- Make presentations at meetings, workshops and events as assigned.
- Review grant opportunities and support their application and implementation.
- Lead and promote a commitment to diversity, equity and inclusion.
- Oversee the coordination of the essential documentation of faculty files and continuous professional development training for all faculty and academic staff with adherence to University policy.
- Develop and maintain program certifications, including adherence to requirements to enable graduates to obtain additional credentialing. Manage academic compliance with programmatic accreditor regulations.
- Review program enrollment statistics with the administrative team. Monitor and evaluate admission standards to recruit and enroll academically prepared students in the program consistent with the institution's goals. Suggest items for news releases to promote visibility of the program in the community.
- Collaborate with Student Services and faculty to regularly monitor student retention metrics based on University established benchmarks for proactive assessment and satisfactorily achievement. Provide feedback of strategies of revisions to programs not meeting benchmarks.
- Attend all Program Advisory Board committee meetings. Recruit members for the Program Advisory Board.
- Community outreach: Develop and maintain community contacts that can serve to promote the

program.

- Support the development of research, education and scholarship by fostering ideas of faculty and staff within this realm.
- Mentor and assist staff in the development of ideas within the research, education and scholarship realm so they are able to work toward the successful completion of these.

Education & Knowledge:

- A postgraduate PhD degree with a concentration in Education -- preferably in nursing administration or nursing education.
- Educational preparation or experience in teaching and learning principles including curriculum development, Boyers Model of Scholarship, accreditation, and administration (essential).
- A minimum of 7 years of related work experience, 3 of which shall have been as an administrator of an education program.
- Demonstrated professionalism, strong interpersonal skills including the ability to communicate effectively, verbally and in writing.

Education & Knowledge (continued):

- A collaborative work style and strong time management skills (essential).
- Must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field.
- Must meet and maintain regulatory requirements for educational degree level and appropriate in-field experience.

Skills and Abilities:

- Excellent communication skills, both written and verbal
- 2 years of experience with a Learning Management System preferred
- Organizational and time management skills
- Superb interpersonal, observational, and communication skills
- Patient, understanding and empathetic to student challenges allowing for reasonable accommodations that promote flexibility while maintaining integrity and adherence to required standard education.

Functional Demands:

1. Frequent standing, hearing, sitting, walking, and speaking.
2. Occasional carrying, object-handling, and reaching.
3. Specific vision ability is required to include reading of handwritten or typed material with ability to focus.
4. Computer usage is moderate to high.
5. Noise levels within the work environment range from quiet to moderate.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature certifies that I understand and accept the duties required by my position.

Name: _____

Signature: _____

Date: _____

Beal University Canada is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

Addendum

During the yearly review the administrative assistant to the Dean will send out a reminder email for all faculty to demonstrate licensure by providing a scanned copy of their current license for that year. Should there be restrictions or noncompliance with licensure, the dean will report this to HR and the faculty member will be suspended without pay until they rectify the situation. In the event there are faculty that are in noncompliance with licensure, the clinical placement coordinator will be asked to fill in either class or clinical and if more than one staff member is in noncompliance then other faculty members will be asked to fill in as deemed necessary Also, all new hires will be required as part of the onboarding process to BUC to provide their license to HR who will then forward to the dean for review.