

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Associate Vice President for Academic Affairs

EEO CATEGORY: Administrative

JOB NUMBER: 0-3835

STATUS & GRADE: E-NC

DATE: 04/1999

DEPARTMENT: Vice President for Academic Affairs

EDUCATION & EXPERIENCE REQUIREMENTS: Doctorate in tenurable academic field. Demonstrated leadership and substantive experience as academic administrator at an accredited senior college or university. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Assume delegated responsibilities in the performance of multifaceted duties and responsibilities in the planning and supervision of the ongoing academic interests of the university; oversight for management of varied departments and services delivered under the associate vice president's supervision; oversight and management of the budget for these areas; oversight for full range of student affairs functions including recruitment and admissions.

SUPERVISION GIVEN & RECEIVED: Reports to the Vice President for Academic Affairs. Administrative oversight for Assistant to the Associate Vice President; Correspondence Course Division; Office of Extended Learning; Office of Graduate Studies; Department of Military Science; Registrar's Office; Office of Undergraduate Admissions; and Sam Houston Memorial Museum. Receives direction from the Vice President of Academic Affairs.

PRIMARY RESPONSIBILITIES: Administrative line responsibility for the Administrative Assistant to the Associate Vice President for Academic Affairs, the Correspondence Course Division, the Office of Extended Learning, the Office of Graduate Studies, the Department of Military Science, the Registrar's Office, the Office of Undergraduate Admissions, and the Sam Houston Memorial Museum. Planning and coordination of the SHSU-TDCJ Instructional Program. Coordination of study abroad and out-of-state study programs. Coordination of off-campus course offerings. Assisting the Vice President for Academic Affairs in the resolution of student problems referred to the Academic Affairs Office by the president and the academic deans. Supervision and disbursement of academic scholarship funds provided to the Academic Affairs Office. Coordinating the participation of the university in the SREB Academic Common Market Program. Prepare justification for specific biennial request items pertaining to Academic Affairs and Sam Houston Memorial Museum. Convocations arrangements and instructions involving the Academic Affairs Office. Supervision of the preparation of SHSU and SHSU-TDCJ commencement programs. Responsible for the Faculty Handbook, the Committee Book and committee appointment letters. Supervision of H.E.A.F. (Proposition II) funds allocated to the Office of the Vice President for Academic Affairs. Responsible for the Academic Policy Manual and the writing/revision of academic policies as requested by the Vice President for Academic Affairs. Development and preparation of certain reports for submission to external agencies, as requested by the Vice President for Academic Affairs. Serve as delegate to The College Board. Serve as committee chair and/or member as requested by the Vice President for Academic Affairs and/or President. In the absence of the Vice President for Academic Affairs, acting or recommending action in situations which require immediate attention and which normally would require action by the Vice President for Academic Affairs. Responsible for review of Food/Beverage/Achievement Award purchases, certain Travel Application Forms, and Change of Budget Forms. Performs other duties and responsibilities as assigned by the Vice President for Academic Affairs.

OTHER SPECIFICATIONS: Contacts: President, Vice Presidents, Academic Deans, Academic Department Chairs, Department Directors, Texas Higher Education Coordinating Board Staff, Texas State University System Counsel, counterparts at other educational institutions, federal and state officials, as required. Liaison for North Harris County Community College District University Center. Committee assignments: Chair, Academic Scholarship Committee; Chair, Classroom and Office Assignment Committee; Chair, Texas Academic Skills Program (TASP) Task Force; Member, Academic Affairs Council; Member, Academic Policy Council; Member, Alpha Chi Committee; Member, Convocations Committee; Member, honors Program Committee; Member, Non-Resident Classification Review Committee; Member, Registration Committee.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.