



QUINEBAUG VALLEY COMMUNITY COLLEGE

CHIEF ACADEMIC OFFICER

Learners. Leaders. Partners.

About the College

Founded in 1971, Quinebaug Valley Community College meets the education and training needs of Northeast Connecticut residents in 13 service areas (Ashford, Brooklyn, Chaplin, Eastford, Hampton, Killingly, Plainfield, Pomfret, Putnam, Sterling, Thompson, Windham, Woodstock) and is one of 12 community colleges in the Connecticut State Colleges and Universities system overseen by a Board of Regents.

The College comprises two locations – a 68-acre main campus in Danielson and a Center in downtown Willimantic. QVCC also is home to one of four Manufacturing Technology Centers in the state; Quinebaug Middle College, a magnet high school with a STEM-infused curriculum that enrolls 165 students; and the QVCC Foundation, a 501(c)3 that raises funds to enhance academic excellence.

QVCC offers 47 degree and certificate options, numerous online classes, English as a Second Language, credit for prior learning, and basic skills courses. The Center for Community Engagement provides continuing education and workforce development and training as well as Learning in Retirement, a robust program for lifelong learners.

The College is accredited by the New England Association of Schools and Colleges (NEASC), and the Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

POSITION ANNOUNCEMENT

The Board of Regents of the Connecticut State Colleges and Universities (CSCU) and QVCC seek applications and nominations for the position of Chief Academic Officer (CAO)/Dean of Academic Affairs to serve a close and vibrant academic community dedicated to its students and the greater community.

The ideal candidate will be a strategic thinker, able to navigate effectively the complexities of academic administration in a university system while advancing the mission of transforming the lives of QVCC's students. The CAO will represent the College in the local community and will actively engage in myriad activities and events that promote QVCC's culture and mission.

The new CAO will bring seasoned, inspired, and innovative leadership, championing students and empowering faculty and staff in their efforts to promote student success. Candidates must be committed to working within a multi-institution system of higher education and supporting the system's new strategic plan, [Transform CSCU 2020](#). In addition, the CAO will play a significant role in articulation and shared programming with high schools as well as articulation/transfer programs with four-year colleges and universities.

Additional attributes include:

- demonstrated commitment to a "students first" focus and appreciation for students with diverse backgrounds, needs, and goals;
- ability to engage with and support the QVCC Foundation and its long history of adding value to the communities served;
- respect for and experience working in a unionized environment;
- record of advocacy for career/technical education, liberal arts transfer programs, manufacturing, training and workforce development.



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The Quiet Corner

With its convenient location in the “Quiet Corner” of Connecticut, QVCC is a short drive to

- Boston
- Providence
- Hartford
- Worcester
- New York City
- Ocean beaches



Steeped in New England history and charm, this rural setting offers opportunities for many outdoor activities. Some of the area attractions include

- Mystic Seaport and Aquarium
- Pequot Museum
- Prudence Crandall Home and Museum
- Nathan Hale Schoolhouse
- Rochambeau's Army Campsite
- Slater Art Museum
- Lighthouse Museum
- University of Connecticut Repertory Theatre
- Aviation Museum
- Windham Textile and History Museum
- Skiing, hiking, and biking trails
- Vineyards
- Antique shops
- Inns and B and Bs



POSITION DESCRIPTION

Major Responsibilities

The Chief Academic Officer/Dean of Academic Affairs works in a senior management role under the general direction and guidance of the President and is a member of the College's Cabinet. The successful candidate will assume the major responsibilities outlined below.

- Provide leadership and direction, in collaboration with Department Chairs, to full- and part-time faculty with respect to curriculum development and assessment of student learning outcomes.
- Oversee the daily operations of QVCC's Willimantic Center.
- Provide supervision for the Department Chairs, Learning Center, Library, and Continuing Education.
- With the other Deans, advise the President in matters relating to the work of the College and its relationship with the local community.
- Contribute to long- and short-term planning.
- Direct the development and careful administration of the Academic Affairs budget.
- Approve and supervise systems for evaluating faculty, as well as curricula and instruction, insuring that faculty and curricula remain current and responsive to student and community needs.
- Ensure appropriate integration of technology into instructional programs and services.
- Provide for and oversee the development of the class schedule and the assignment of individual instructors for each semester.
- Collaborate with the other CSU CAOs about academic concerns at the system level.



Required Qualifications

- Earned doctorate or other terminal degree and a record of substantive service commensurate with that of a tenured professor.
- Substantial experience in community college teaching and three-five years of progressive administrative responsibilities including budget development and management and academic leadership such as department chair, assistant dean, or comparable role.
- Collaborative experience with K-12, higher education, and other public/private partnerships.
- Experience in a multi-campus system and collective bargaining environment.
- Demonstrated ability to communicate effectively.
- Demonstrated ability to develop, establish, and sustain collaborative relationships across various College departments and community outreach organizations.

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Demographics

The College enrolls some 1,900 credit and 2,000 non-credit students served by 34 full-time faculty, more than 100 adjuncts, and 66 supporting staff. Although Windham County is among the poorest in the state with some 60 percent of students qualifying for federal financial aid, the QVCC Foundation's support has enabled students to graduate without federal debt for the last three years.

Academic Affairs includes six Department Chairs; a Coordinator of the Learning Centers; Director of Educational Technology; Director of the Library; Academic Associate for Science Laboratories; Assistant to the Dean; and an Administrative Assistant.

Compensation and Application Process

The starting salary for this position is negotiable, depending on qualifications and experience. The position also receives an excellent benefits package with respect to medical and dental coverage as well as tuition waivers and reimbursement.

For more information about QVCC, visit the web site at www.QVCC.edu.

To be considered for this exceptional career opportunity, submit a cover letter and resume/vitae that demonstrates an ideal match for the qualifications listed, major responsibilities, and characteristics by February 6, 2015, to:

Ms. Randi Frank, Randi Frank Consulting, LLC
randi@randifrank.com • 203-284-3707
www.randifrank.com

QVCC is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.

Additional Preferred Characteristics Of The Ideal Candidate

- Ability to constructively promote and defend programs before the Board of Regents and the CSCU Academic Deans' Council.
- Effective organizational skills with the ability to provide leadership in a dynamic, changing environment.
- Flexibility and agility in achieving institutional goals and priorities.
- Ability to achieve goals through collaborative efforts.
- Demonstrated record of cultivating confidence and respect among faculty and staff and inspiring commitment to common goals.
- Ability to establish and maintain effective, respectful communications with the local community, students, Cabinet members, and other Deans in the state system.
- Ability to understand the community at large as well as students' needs in order to develop appropriate and responsive services.
- Record of respect and enthusiasm for the professional development of faculty.
- Business acumen, with solid experience in budget allocation, management, and resource generation.
- Consensus builder.
- Experience with a collective bargaining (union) environment.
- Effective organizational and administrative skills to develop class schedules, assign facilities, and faculty each semester.



Opportunities

- Partner with a new and enthusiastic President, a solid leader who brings credibility to the College, and promotes team work among all the Deans in service to students and the community.
- Become part of a dynamic leadership team that seeks focused and committed individuals willing to invest their career in the College's future.
- Join the efforts of dedicated faculty and staff to transform students' lives.
- Work within a new Academic Affairs structure with six recently appointed Department Chairs.
- Initiate new pathways for increased student enrollment.
- Enhance the use of technology within limited budget resources.
- Work within a recently reconfigured Connecticut State Colleges and Universities system (CSCU).

