

## **BOARD OF REGENTS**

### **POSITION ANNOUNCEMENT**

#### **ASSOCIATE COMMISSIONER FOR ACADEMIC AFFAIRS**

The primary responsibilities of the Associate Commissioner for Academic Affairs include directing the operations of the Academic Affairs section and its staff as the Board of Regents focuses on increasing educational attainment as outlined in [Louisiana Prospers](#), the postsecondary education Master Plan. The Associate Commissioner for Academic Affairs reports to the Deputy Commissioner for Academic Affairs and Innovation in all aspects of academic affairs responsibility assigned to the Louisiana Board of Regents by either constitutional or legislative mandate.

Responsibilities include:

- Conducting academic program proposal review and approval utilizing processes and procedures of the Regents as defined by constitutional authority, legislative mandates, and Academic Affairs policy, including: review and evaluation of proposals for new academic programs and academic units; monitoring and assessment of the progress and viability of conditionally approved programs; and administration of specialized reviews of existing academic programs or units such as evaluation of low program completion, unnecessary duplication of programs, and specialized accreditation.
- Providing staff support for the Academic and Student Affairs Committee of the Board of Regents including preparation of Board materials for action or information related to items on the Committee agenda; informing Board members of relevant issues and developments; researching and responding to questions and requests from Committee members and other Regents; presenting background information and staff recommendations; and tracking and reporting on Board actions.
- Managing and providing staff and administrative support associated with Academic Affairs responsibilities and initiatives such as the statewide curriculum inventory, transfer and articulation policies and laws, and the Academic Common Market.
- Communicating and consulting with statewide and system Chief Academic Officers on policy or procedural issues; collecting information and data in response to queries from various internal and external sources; and providing regular opportunities for communication and engagement.
- Staying informed about and engaged in local, state and national initiatives and research on best practices in academic and student affairs policies and initiatives.
- Regularly evaluating Academic Affairs policies and procedures to ensure relevance, equity, and efficiency; and recommending policy changes and refinements as needed.
- Preparing ad hoc reports on issues related to Academic Affairs functions for presentation to the Commissioner of Higher Education, Board of Regents, management boards, and/or Legislative bodies.
- Performing other tasks and projects as assigned by the Deputy Commissioner for Academic Affairs and Innovation and/or the Commissioner of Higher Education.

Minimum qualifications:

- Graduate degree, preferably in higher education administration or an appropriate related field from an accredited institution; doctoral degree preferred
- Minimum of five years' prior experience in a related area of higher education administration such as academic affairs administration at the campus or state level
- Supervisory experience
- Ability to drive work and engage a highly motivated team
- Excellent written and oral communication skills with demonstrated abilities in research and analysis
- Desire to increase educational opportunities and erase equity gaps in Louisiana
- Leadership qualities along with the initiative to complete all levels of work for the unit as needed

The deadline to apply is Friday, November 27, 2020. Interested applicants should send a cover letter, resume and contact information for three professional references to [bor.jobs@laregents.edu](mailto:bor.jobs@laregents.edu)