



# Handbook Of Operating Procedures

## PURPOSE AND RESPONSIBILITIES/VICE PRESIDENT FOR ACADEMIC AFFAIRS

### A. Purpose

The following generally describes the purpose and responsibilities of the office of the Vice President for Academic Affairs.

### B. Duties/Responsibilities

1. The Vice President for Academic Affairs (VPAA) reports directly to the Provost of the University and is responsible for the administration of Academic Affairs. The VPAA presides over meetings of the Council of Deans. The VPAA shall preside over meetings of the University faculty as directed by the Provost.
2. The Vice President shall receive recommendations from the deans, directors, and department chairs concerning academic appointments, non-reappointments, promotions, merit, dismissals, and tenure. The VPAA shall make recommendations to the Provost regarding the same.
3. The VPAA shall administer and coordinate the educational curricula with academic personnel.
4. The VPAA shall initiate and support programs that foster student success.
5. The VPAA shall prepare and submit to the Provost the budget for Academic Affairs.
6. The VPAA shall serve as coordinating officer among Academic Affairs units and, in this capacity, may call such meetings of Academic Affairs personnel as required for discussion of problems.
7. The VPAA shall prepare reports concerning the academic progress and problems of the University for submission to the Provost and request such reports as are necessary from the various deans, department chairs, and directors.
8. The VPAA shall provide administrative supervision for the Schools and Colleges, the Graduate Studies Program, Enrollment Management, and all other academic services.
9. The VPAA shall be responsible for the continuous study of the curricula, the revision and development of new courses of study, the encouragement of



# Handbook Of Operating Procedures

research, the development of class schedules, and the hiring of instructional personnel.

## C. Review

This policy will be reviewed after each legislative session (every odd numbered year), no later than December 31, by the Vice President for Academic Affairs.