

Inviting Applications and Nominations for
**Vice Chancellor for
Instructional and Student Services**

The Alabama Community College System seeks a visionary and experienced senior administrator, who will provide exceptional leadership as the **Vice Chancellor for Instructional and Student Services**. The Vice Chancellor for Instructional and Student Services reports to the Deputy Chancellor of the Alabama Community College System.

**The review of applications begins immediately.
For best consideration, application materials
should be received by August 17, 2015.**



The Alabama Community College System serves more than 83,000 students across Alabama. The Vice Chancellor reports to the Deputy Chancellor. Reporting to the Vice Chancellor for ISS are the Director for Institutional Effectiveness and Research, ACCC Commissioners, State Approving Program Manager, Director of Academic Affairs, Director of Health Programs, Director of Student Services, Director of Career/Technical Education, and an Instructional Specialist, Administrative Assistant, and Secretary/Program Assistant.

The Responsibilities

The Vice Chancellor is the executive officer at the central office of the Alabama Community College System (ACCS) for Instructional and Student Services responsible for the planning, management, and evaluation of instructional programs of the ACCS. These functions include, but not limited to, program review and approval, curriculum assistance, curriculum information dissemination, instructor credentials, and academic course standardization.

Additionally, the Vice Chancellor is responsible for the planning, management, and evaluation of the student services programs of the System. These include, but not limited to, admissions, advising, testing, assessment, placement and follow-up, and student advocacy.

The Vice Chancellor shall:

- Establish goals for the Division, monitor activities of the staff, evaluate progress, and ensure coherence of Divisional priorities with ACCS Office goals and objectives
- Supervise and manage Division staff
- Provide instructional and student services leadership for the ACCS through the professional staff of the Division and the instructional and student services leadership team at each institution
- Oversee the review and approval process for new instructional credit programs provided by the ACCS
- Coordinate the review process for college catalogs
- Monitor, coordinate, and facilitate course standardization throughout the ACCS and develop and implement a core curriculum for associate degree programs
- Monitor, coordinate, and facilitate the development and implementation of instructional credit programs, which emphasize outcomes assessment in academic and technical programs
- Monitor, coordinate, and facilitate the development and implementation of student placement and follow-up activities
- Initiate, coordinate, monitor, and assess innovative curriculum

enhancement activities and projects, which have System-wide implication

- Maintain effective working relationships with the Alabama Commission on Higher Education, the Southern Association of Colleges and Schools, the State Department of Education, and other agencies and institutions
- Provide technical guidance and advice to the System institutions with respect to the areas of Instruction and Student Services
- Interpret and recommend Board policy with respect to the areas of Instruction and Student Services.

Secondary duties and responsibilities include:

- Monitor, coordinate, and facilitate articulation between ACCS institutions, local school systems, and senior institutions
- Review/prepare and publish annual reports relating to System-wide accomplishments in areas of assigned responsibilities
- Represent the ACCS Office at meetings of various groups and organizations dealing with assigned areas of responsibilities

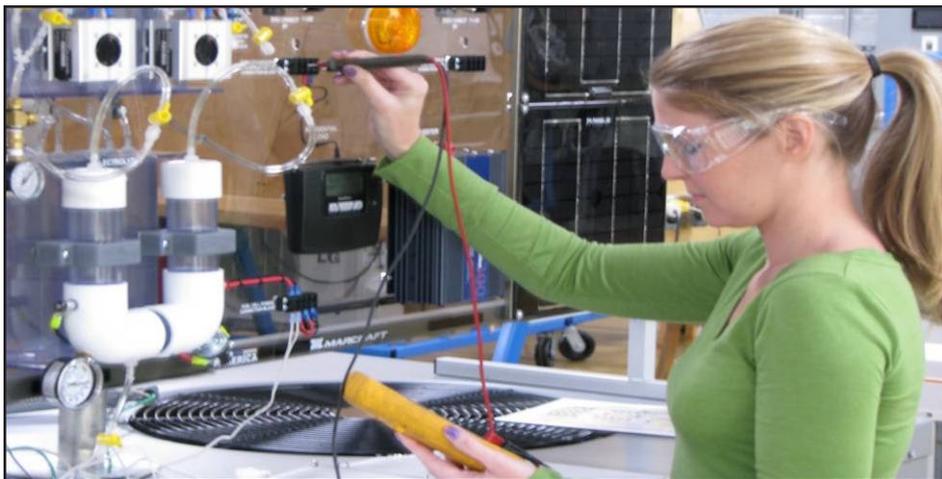
The Vice Chancellor also is responsible for developing a System-wide assessment and testing program.

Qualifications

A master's degree from an accredited institution in higher education administration or in a discipline or program area taught through the ACCS is required. An earned terminal degree in these areas is preferred.

Candidates must have a minimum of seven years of demonstrated experience in administration or in a managerial leadership role in higher education, including the planning and organizational experience necessary to develop a positive, productive work

Vice Chancellor for Instructional and Student Services Search



environment. Also required are seven years of demonstrated experience monitoring, coordinating, and facilitating academics, instructional programs, and curriculum development.

Other requirements include:

- Ability to conceptualize and interpret policies, practices, and procedures that support and enhance the mission, role, and scope of the ACCS
- Ability to communicate effectively using oral, written, and interpersonal skills
- Ability to organize and conduct professional meetings, conferences, seminars, and workshops for ACCS employees
- Knowledge of strategic planning

processes and procedures

- Knowledge of research techniques, and the ability to interpret research findings that support curriculum and programmatic decision-making

Preferred qualifications include:

- Work experience in a community college setting
- Postsecondary teaching experience

Alabama Community College System

The first public two-year college in Alabama, a state-operated trade school, opened in 1925. In 1963, the Alabama Legislature linked the public two-year colleges in a single system governed by the State Board of Education. In 1982,

the Alabama Legislature created the Department of Postsecondary Education, separating it from the State Department of Education, and creating the position of Chancellor.

Earlier this year, the Alabama Legislature changed the name of the Department of Postsecondary Education to the Alabama Community College System and established an independent Board of Trustees for the System. The mission of ACCS is “to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.”

Today, the ACCS employs nearly 11,000 individuals and has 26 two-year institutions: 22 community colleges, 3 technical colleges, and a military college. To ensure accessibility to higher education in the heart of communities across the state, the System includes 28 branch campuses and 89 instructional sites.

In fall 2014, the System had more than 83,000 students enrolled in credit courses, with 94 percent from Alabama. More than 6,300 of those students transferred to four-year institutions of higher education. Of all the Alabamians enrolled in public higher education, 41 percent attend an ACCS institution.

MISSION STATEMENT

The Instructional and Student Services Division provides technical assistance to the postsecondary education institutions in the areas of program development, staff development, and student support services; determines and maintains the standards of measurement for course and program approval and maintains the official System academic inventory; and provides liaison for the ACCS Office with external agencies for academic services, and student activities.

Recognizing the importance of integrity, dedication and teamwork, division team members provide leadership, guidance, and expertise in education and training, and are committed to delivering the highest quality customer service. They accomplish this mission by being:

- **Flexible**, in support of education and training services
- **Accessible**, to all our customers
- **Innovative**, in the use of effective cutting edge technology
- **Responsive**, to current and future needs of our customers

Vice Chancellor for Instructional and Student Services Search

Alabama's two-year colleges also provide a vast array of programs and services for adult students in need of employment training, workforce training, and education for career advancement. Provided at no cost, the adult education classes offer a second opportunity for adult learners committed to improving their academic and life skills. Instruction is based on individual student need and may range from one-on-one tutoring to group instruction. Computer-based and distance education instructional programs may be offered, as well as day and evening classes.

In 2014, ACCS served more than 29,000 Adult Education students and awarded nearly 5,000 GED certificates, 6,372 Alabama Career Readiness Certificates, and some 11,800 Career Tech Ed degrees or certificates.

The System offers programs that address workforce and economic needs within the state, such as healthcare professionals. ACCS is the state's largest supplier of nurses, providing 69 percent and of allied health professionals, providing 80 percent.

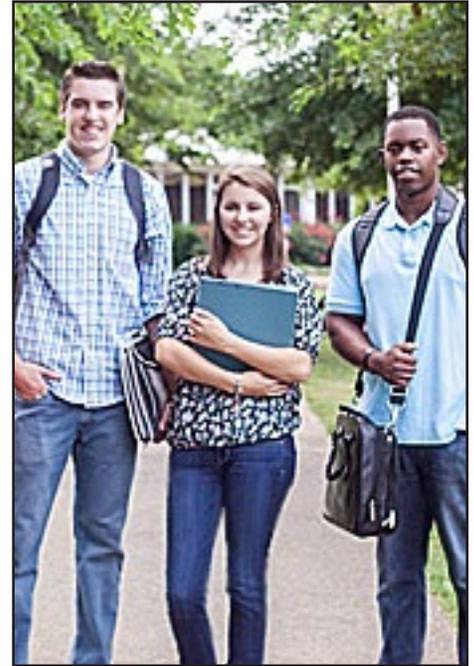
The Alabama Community College System continues to evolve to meet the educational and economic needs of the state and the people it serves. More advanced technology, guaranteed college-credit transfer, specialized workforce development training through the Alabama Technology Network that provides industry and business the tools, training and resources to excel, adult education, access to distance learning, and education for healthcare professionals now characterize Alabama's two-year colleges. Its goal is to ensure accessible to higher education in the heart of communities across the state.

ACCS is committed to developing an educated, prosperous population by providing an affordable pathway to help citizens of any walk or stage of life succeed through quality education and training. ACCS is a community college system where education works for all.

Montgomery, Alabama

The offices of the Alabama Community College System are located in downtown Montgomery, the state capital. This award-winning city has more than 205,000 residents and offers Southern hospitality with a vibrant flair.

Located on the Alabama River, the city is home to several public and private colleges and universities, Maxwell Air Force Base, and high-tech manufacturing. It offers cultural, performing arts, sporting, historical, and entertainment attractions; wide variety of parks and recreational opportunities; extensive healthcare, including medical schools; and nationally ranked public schools.



Nomination and Application Process

Confidential inquiries are welcomed and **nominations** are invited.

Nominations should include the name, current position, e-mail address, and phone number of the individual being nominated.

To Apply - Application materials should include a letter of application that addresses the candidate's qualifications for the position; curriculum vitae; and five professional references, including mailing addresses, telephone numbers, and e-mail addresses. References will not be contacted without consent from applicants.

Applications and nominations should be e-mailed to:

ACCS-ViceChancellor@myersmcrac.com

Review of materials begins immediately. For best consideration, application materials should be received by August 17, 2015.

Kenny Daugherty, Executive Vice President and COO of **Myers McRae Executive Search and Consulting**, is assisting the Alabama Community College System with this search.



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The Alabama Community College System is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment.