



Associate Vice Chancellor for Academic Planning and Special Projects

The Associate Vice Chancellor for Academic Planning and Special Projects is responsible for working with academic deans and faculty on exploring, developing, and implementing new undergraduate and graduate academic programs for the University. This includes ensuring compliance with internal policies and procedures as well as the requirements of external agencies, researching proposed programs for feasibility/viability, assessing needed resources, and assisting with building planning. This position also ensures the long-term viability of programs by monitoring the accomplishment of near- and mid-range progress toward program and institutional goals and objectives. This position supports UNCP's student research initiatives and will work with the Deans and faculty to formulate policies and procedures that encourage regional research consistent with the university's mission and strategic goals and initiatives.

As the University seeks to internationalize and globalize the campus and the curriculum, the Associate Vice Chancellor will be assigned specific world regions as the Academic Affairs liaison with the Associate Vice Chancellor for International Programs. This would include traveling to the regions (countries), exploring possible agreements and exchange programs with countries of the region. The Associate Vice Chancellor will oversee academic policies and procedures for students from the assigned region.

This position will lead the Provost and Vice Chancellor's Office in writing and ensuring timely submission of reports required by The University of North Carolina General Administration and other outside agencies.

The Associate Vice Chancellor will represent Academic Affairs on selected standing committees of the Faculty Senate as requested by the Provost. In this capacity, the Associate Vice Chancellor serves as a liaison between the Provost's Office and committees.

The duties of the position will include opportunities for research and teaching consistent with interests and availability. Other duties may be determined in consultation with the Provost and Vice Chancellor for Academic Affairs.

Qualifications: Ph.D. in discipline. At least five years of administrative experience at the level of Chair or Dean. Candidates should have a record of University teaching, service, and scholarship for an appointment as a tenured full-professor.

Apply online using the UNCP Online Employment System at <https://jobs.uncp.edu>. Mail copies of transcripts and three letters of recommendation to: UNC Pembroke, Academic Affairs, PO Box 1510, Pembroke, NC 28372-1510

The University of North Carolina at Pembroke is an AA/EEO employer.

