

BARCLAY COLLEGE

607 N. KINGMAN – HAVILAND, KANSAS 67059
(620) 862-5252

Job Posting: Vice President of Academics

Position Posting: February 17, 2025, until filled.

Job Title: Vice President of Academics (Chief Academic Officer)

Summary: Barclay College is seeking a Vice President of Academics to become an integral part of its dynamic, close-knit community of faculty, staff, and students. Guide the establishment of overall direction for the College's academic programs by providing leadership and management expertise in all areas of academic services, including campus, distance learning, and graduate studies. The Vice-President for Academic Services supervises all academic services personnel and academic affairs, serves on the President's Cabinet, serves as temporary CEO when the President is absent from the campus.

Institution: Barclay College
Haviland, KS

About Barclay: Barclay College is a vibrant, evangelical institution that is grounded in the Evangelical Friends tradition and exists to "prepare students in a Bible-centered environment for effective Christian life, service, and leadership."

Status: Full-Time

Required Qualifications:

- An earned doctorate from an accredited institution. Exceptions may be made on a case-by-case basis.
- Proven record of college-level teaching experience, with demonstrated excellence in classroom instruction, curriculum development, and student mentoring.
- Prior administrative experience in higher education, at multiple levels (e.g., department chair, director-level, associate dean, dean, associate vice president roles) with demonstrated ability in academic administration, budget management, strategic planning, faculty hiring and evaluation.
- Agreement with Barclay College's Mission Statement and Statement of Faith, along with all other doctrinal statements required by the college.
- Demonstrated personal integrity, spiritual depth, and ability to articulate and model Christian values and character.
- Ability to thrive in the context of a small, relationally oriented educational community.
- Physical ability to perform all duties normally required of college faculty and administration.

Preferred Qualifications:

- Education, training, professional development, or experience in higher education administration.
- Evidence of scholarly or professional contributions such as research publications or presentations, professional presentations or publications, or participation in relevant professional organizations.
- Evangelical Friend or Christian Friend/Quaker.

Responsibilities:

- Provide leadership in all areas of academics, ensuring alignment with the college's mission, biblical/theological foundations, institutional standards, and accreditation requirements.
- Develop and implement academic strategies, including curriculum design, instructional quality, assessment, program evaluation, and academic innovation.
- Provide visionary leadership to foster academic excellence, spiritual development, and integration of faith and learning.

- Promote and maintain unity, synergy, harmony, and cooperation among faculty and between faculty and staff.
- Serve as primary liaison and spokesperson for faculty, academics, and the educational mission of the college.
- Represent faculty and academics at the President's Cabinet and to the Board of Trustees (and vice versa).
- Recruit, supervise, evaluate, and mentor faculty, including adjunct and affiliate faculty.
- Facilitate faculty development opportunities, emphasizing continuous improvement in teaching effectiveness, scholarship, and service.
- Oversee faculty evaluations and ensure adherence to faculty policies and handbook procedures.
- Lead and coordinate institutional and programmatic accreditation activities, compliance, and reporting (e.g., ABHE, HLC, etc.).
- Ensure ongoing assessment of institutional and student learning outcomes; analyze assessment data for continuous improvement.
- Supervise and manage academic schedules, catalog updates, policy revisions, and academic records management.
- Oversee the preparation, management, and accountability of academic budgets, ensuring efficient allocation and stewardship of financial resources.
- Monitor expenditures, review budgetary performance, and implement cost-effective strategies within academic operations.
- Provide leadership for the development, implementation, and quality control of online academic programs and services.
- Ensure equitable academic quality for online and on-campus students, maintaining consistency of instruction and support.
- Promote and exemplify the biblical, theological, and spiritual commitments of the institution in all aspects of academic leadership.
- Provide direct or supervisory leadership for the School of Graduate Studies, ensuring program quality, enrollment growth, and compliance with graduate-level academic standards.
- Collaborate with Institutional Advancement to secure grants, fundraising opportunities, and external partnerships supporting academic growth.
- Ensure quality academic advising and robust support services, promoting student success, spiritual development, retention, and timely graduation.
- Oversee student academic grievance procedures and academic suspension appeal decisions.
- Publicly uphold campus policies and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well.
- Attend Chapel and other spiritually related activities. See Faculty Handbook for specific criteria.
- Attend Baccalaureate and Commencement ceremonies. Full academic regalia is required.
- Always conduct oneself professionally and in accordance with the instructions and guidelines noted in the *Employee* and *Faculty Handbooks*. Instruct students in proper classroom decorum, if necessary.
- Perform other duties as assigned by the President.

Compensation and Benefits

- Salary is commensurate with experience. Barclay College offers a comprehensive benefits package.

Interested applicants should email a cover letter and curriculum vitae to:

Derek Brown, Ph.D.

Vice President for Academic Services

derek.brown@barclaycollege.edu

<https://www.barclaycollege.edu/about-barclay/employment/>