

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2320
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VICE PRESIDENT-ACADEMIC SERVICES

Appointment

1. The Vice President-Academic Services is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Vice President-Academic Services is responsible to the Superintendent/President.

Duties

The Vice President-Academic Services is responsible for:

1. Implementing the policies of the District as they relate to the instructional program.
2. Planning and developing the total curriculum and instructional program.
3. In-service educational programs for faculty.
4. The evaluation of all teaching personnel.
5. Preparation and printing of the catalog, class schedule, instructor's manual, and selected federal, state, and county reports.
6. Supervising the day and extended day curriculum.
7. Establishing teacher loads and student/teacher load factor.
8. Working with department chairmen to improve the quality of instruction and the instructional environment.
9. Implementing instructional innovations.
10. Coordinating textbook selection and giving final approval of textbooks and instructional materials.

11. Articulating the curriculum with all in-district high schools.
12. Supervising the library, audiovisual equipment, materials, and facilities.
13. Securing approval of all new courses from the Board of Trustees, and securing approval of the Board of Trustees and the Chancellor's Office of all new programs or courses not a part of approved programs.
14. Scheduling all rooms for day classes; securing substitute teachers or covering classes in case of teacher absence or illness.
15. Preparing the final examination schedule.
16. Coordinating and supervising activities of the Learning Assistance Center.
17. Supervising all noncredit programs and activities.
18. Evaluating department chairmen once every two years.
19. Working with heads of departments to screen, select and recommend to the Superintendent/President new teachers needed to fill all teaching vacancies, including part-time certificated personnel and instructional aides for the day programs.
20. Advising the Superintendent/President regarding budget requests for the educational program.
21. Approving reproduction work submitted to the Educational Services Bureau as necessary.
22. Approving all field trips.
23. Assuming other responsibilities as directed by the Superintendent/President.

The Vice President-Business Services shall serve in the following capacities:

1. Member of the President's Cabinet.
2. Chair of the Curriculum Committee.
3. Chair of the Academic Standards Committee.
4. Chair of the Department Chair Committee.

5. Member of the Steering Committee.
6. Member of the Physical Facilities Committee.
7. Member of the District Negotiating Committee for CSEA.

Adopted 11/21/66
Revised..... 5/9/74
 12/14/76
 8/18/81