

**Kansas Board of Regents  
Position Description for  
Director for Academic Affairs**

**Date:** November 2024  
**Name:** Vacant  
**Position No.:** K0209175  
**Supervisor:** Vice President for Academic Affairs

**Brief Description of the Position:**

The Director for Academic Affairs is responsible for working collaboratively with both internal and external constituents to evaluate and develop academic policies and procedures and to lead strategic initiatives for the Kansas system of higher education.

The Director for Academic Affairs is responsible for such activities as: administering teacher education grants; coordinating annual and biannual reports; leading systemwide transfer initiatives; leading systemwide credit for prior learning initiatives; conducting policy research; and leading systemwide initiatives. In collaboration with the Vice President for Academic Affairs and other staff, the Director is expected to provide input into academic policy development and implementation in all academic sectors.

**Position Duties:**

- Provides leadership in the planning, development, and implementation of a systematic and integrated process.
  - Communicates regularly with institutional administrative personnel and others via email to provide advice for resolving issues relating to Academic Affairs and Board policy.
  - Collaborates with the Office of the General Counsel in analyzing, interpreting, revising, and monitoring adherence to policies, statutes, and regulations.
  - Coordinates the work of the Kansas Credit for Prior Learning Task Force to ensure standardized recognition of credit for prior learning throughout system institutions.
  - Collaborates with the KBOR's Workforce Development staff in military initiatives, review of programs, and development of academic policies, procedures, projects, and proposals relative to technical education.
  - Approves military articulations in Program Inventory from system universities for military occupations posted in the Military Articulation Portal (MAP).
  - Coordinates and reviews out-district/academic extension courses and programs from system universities to ensure compliance with Board policies.
  - Ensures the preparation and publication of annual and biannual concurrent enrollment reports as required by policy or statute, including the Concurrent Enrollment Report.
  - Serves as the liaison to the Student Advisory Committee (SAC) by attending its monthly meetings and annual retreats.
- Coordinates the work of the Transfer and Articulation Council (TAAC) in implementing the Board's policies regarding transfer and articulation.
  - Makes recommendations for revising KBOR transfer and articulation policies as necessary.
  - Provides staff support for monthly meetings of the TAAC by assisting the co-chairs in developing agendas and the dissemination of materials.

- Convenes the annual Kansas Core Outcomes Groups (KCOG) Conferences to generate outcomes for new Systemwide Transfer (SWT) courses and review outcomes for current SWT courses.
  - Conduct thorough research on proposed new courses for SWT before the annual KCOG Conference to determine how courses currently transfer and evaluate appropriateness for including proposed courses for SWT.
  - Prepare a KCOG report for each new course and each reviewed course used for official approval of new and updated outcomes at the annual KCOG Conference.
  - Assist TAAC members in soliciting two faculty representatives to lead other faculty through the process of articulating outcomes for each new course and each reviewed course and provide all necessary documents before and after each KCOG Conference.
  - Prepare a report to the Board of new courses recommended by the TAAC for SWT from the annual KCOG Conference.
  - Communicate progress of SWT at monthly System Council of Chief Academic Officers meetings in coordination with TAAC members.
  - Correspond with Chief Academic Officers regarding any changes or revisions to courses approved for SWT to update the Transfer Kansas Portal.
  - Collaborate with Data, Research and Planning staff as necessary to utilize Kansas Higher Education Data System as the source for uploading course information to the Transfer Kansas Portal.
  - Review and update the Transfer and Articulation Council Procedures document annually, in coordination with the Core Outcomes Subcommittee of TAAC.
  - Create the annual Quality Assurance Transfer and Articulation Report for presentation at the KCOG Conference and to the Board of Academic Affairs Standing Committee each November.
  - Maintain and update the website links containing SWT information.
  - Request all Chief Academic Officers (CAO) to submit preliminary course information each May for the annual KCOG Conference.
  - Review and approve preliminary courses submitted by CAOs.
  - Request clarification from each university that does not submit a course for approved SWT courses.
  - Identify hard-to-fill discipline licensure areas for teachers and under-served geographic areas of Kansas as defined by Kansas State Department of Education and required in state statute.
  - Generate a Request for Proposal every three to five years for state university Teacher Education Programs to submit grant proposals to expand or create programs to increase licensure in qualifying programs.
  - Form an evaluation team from the field to evaluate proposals and coordinate semi-annual assessments of funded programs.
  - Review and evaluate progress reports to determine renewal of grant funds.
- Assists the Vice President for Academic Affairs with:
    - Developing recommendations for new or revisions to Board academic policies and procedures.
    - Communicating Board policies to institutions.
    - Preparing agendas for the Council of Chief Academic Officers, the System Council of Chief Academic Officers, and the Board Academic Affairs Standing Committee.
    - Coordinating the development and communication of academic information and services on the KBOR web page.
  - Performs other activities as assigned by the Vice President for Academic Affairs.

**Supervisory Duties:** The Director for Academic Affairs supervises the Associate Director for Academic Affairs.

**Required Qualifications:**

- Master's degree from an accredited institution.
- Five or more years of teaching and/or administrative experience in a postsecondary environment (college, university, community college or technical college).
- Demonstrated effectiveness as a collegial leader who successfully builds consensus.
- Demonstrated familiarity with current issues in higher education.
- Strong analytic, organizational, and communication (both written and oral) skills; ability to prioritize, take initiative, focus, and follow through to completion multiple projects.
- Strong interpersonal skills with the ability to establish positive interaction with a variety of people.
- Understanding and appreciation of all sectors and institutions represented in the Kansas public higher education system.
- Understanding of secondary educational system and transition of secondary students to higher education.
- Willingness to occasionally travel within and outside the state of Kansas.

**Preferred Qualifications:**

- Earned doctorate from an accredited institution.
- Demonstrated capacity to deal with critical issues confronting higher education.
- Substantial teaching and/or administrative experience at a university.