

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Vice President of Instruction	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Instructional Administration	<b>REPORTS TO:</b>	President
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**Position summary:** The Vice President of Instruction (VPI) is a key executive leadership position at Panola College, reporting directly to the College President. The VPI is responsible for the overall planning, operation, and assessment of the College's instructional programs, ensuring student success, faculty excellence, and institutional effectiveness. This role provides strategic oversight for academic affairs, curriculum development, faculty recruitment and development, accreditation compliance, and enrollment management. The VPI works closely with other college executives to formulate policies and make high-level decisions that align with the College's mission and goals.

**Position responsibilities:**

- Provide leadership for planning, developing, implementing, and improving instructional programs, including dual enrollment, credit transfer, developmental education, and career and workforce education.
- Supervise curriculum, course offerings, and instructional methods, ensuring alignment with accreditation standards (SACSCOC, THECB, Career & Technical Courses).
- Supervise and provide leadership to the directors and managers overseeing the library, digital learning, and information technology services.
- Oversee articulation agreements, program review, and academic policies.
- Approve course syllabi, textbook selections, and curriculum modifications.
- Recruit, hire, and evaluate full-time and adjunct faculty, administrators, and staff in collaboration with Human Resources.
- Direct faculty development initiatives and oversee new faculty orientation programs.
- Advise faculty on grading methods, teaching strategies, and instructional best practices.
- Establish faculty workloads, oversee teaching schedules, and assign classrooms.
- Preside over faculty meetings and foster a collaborative academic environment.
- Monitor institutional effectiveness data to support continuous improvement.
- Ensure compliance with state and federal regulations, as well as accreditation standards.
- Prepare institutional reports for accrediting bodies, state agencies, and examining boards.
- Lead efforts in assessment, accreditation compliance, and institutional research.
- Oversee and present budgets for instructional programs, off-site locations, library services, and information technology.
- Implement budget controls and perform needs assessments for strategic resource allocation.
- Be responsible for drafting and editing faculty and adjunct faculty handbooks.
- Work collaboratively to enhance student retention, persistence, and graduation rates.
- Ensure effective student learning outcomes through data-informed decision-making.
- Serve on the College Executive Leadership Team (ELT), providing instructional expertise in decision-making.
- Foster partnerships with area school districts, higher education institutions, businesses, and community organizations.
- Participate in regional, statewide, and conferences, workshops, and continuing education opportunities.
- Assist the College President as needed and perform other duties of a similar nature or level as assigned.

**Minimum Position Requirements:**

- A master's degree from an accredited institution is required; an earned doctorate is preferred
- Minimum of five years of progressively responsible experience in higher education leadership, academic administration, or instructional oversight.

**Knowledge, Skills, and Abilities Required:**

- Strong knowledge of accreditation standards, curriculum development, faculty evaluation, and institutional effectiveness.
- Proven ability to manage budgets, strategic planning, and policy implementation.
- Excellent communication, collaboration, and problem-solving skills.
- Experience with workforce education, student success initiatives, and community partnerships is preferred.
- Strong interpersonal and communication skills.

- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Employee development and performance management skills.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of alternative dispute resolution processes.
- Skill in developing and conducting employee information/orientation sessions.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.

**Work Environment & Expectations:**

This is a highly visible executive position that requires a strong presence on campus and in the community. The VPI is expected to engage in professional development, attend Board meetings, participate in student and community events, and be available as needed.