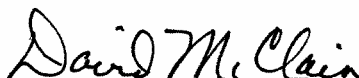


ACADEMIC PROGRAM OFFICER

Definition

This is administrative staff work in assisting the Vice President for Academic Planning and Policy in the development and direction of system wide policies and programs pertinent to academic affairs. Work involves responsibility for providing staff assistance to system wide and campus academic administrators; assisting in the development, amendment and implementation of the State Higher Education Plan; evaluating programs and services; analyzing problematic areas; providing leadership in program development; participating in legislative committee sessions, including presenting testimony and responding to questions posed on academic programs; drafting policy proposals and position papers; and serving as system wide resource on academic policies and procedures. Areas of responsibility include, but are not limited to, system wide coordination of policy and planning related to all academic programs, including international education and distance learning; management and coordination of the system wide strategic planning program; coordination with state agencies to ensure that university plans and policies are consistent with state priorities; accreditation; system wide course articulation and student transfer program; program review and analysis of new academic program requests and proposals and of established academic programs; and coordination of system wide academic projects and programs across campuses. Work entails considerable contact with senior system wide and campus administrators, legislators and their staffs, faculty, students, and state agencies. Work requires knowledge of academic programs and administrative and policy formulation processes common to institutions of higher education. Work is reviewed by the Vice President for Academic Planning and Policy for adherence to general policy guidelines and results achieved.

The amendment and retitling of the class Policy and Program Officer to Academic Program Officer is approved effective 11/28/05.



David McClain
Interim President

11/28/05

Date