



Vice President for Academic Affairs (VPAA) Job Description

Founded in 1830 and located in Mobile, Alabama, Spring Hill College is a private, Jesuit, student-centered liberal arts institution with an enrollment of 1,500. Rooted in its Jesuit Catholic heritage, Spring Hill College forms students to become responsible leaders in service to others and is committed to the intellectual, spiritual, and social growth of each individual.

Position Summary:

The VPAA oversees the academic functions of the College by providing leadership, direction, and coordination for Academic Affairs and Academic Support, in alignment with the College's Jesuit heritage and mission. The VPAA serves on the President's Leadership Team and represents the College both on campus and in the broader community.

Essential Functions:

Leadership and Vision

- Provide leadership and direction in maintaining and enhancing the quality and integrity of all academic programs, including traditional, online, graduate and undergraduate.
- Support and advance Spring Hill College's Jesuit tradition, mission, and liberal arts foundation while promoting innovative, in-demand programs.
- Demonstrate strong creative problem-solving skills and effectively manage multiple projects
- Collaborate with the President's Leadership Team to:
 - develop strategies and a vision for growth in traditional and online programs;
 - strengthen retention, student success, and student-centered culture;
 - develop sustainable enrollment plans;
 - promote co-curricular programming.

Administrative

- Provide leadership and supervision for all Academic Affairs offices and staff, including the College's three academic divisions (Business & Communication; Health & Science; Humanities & Social Sciences), the Registrar's Office, Faculty Development, IR and Assessment, Student Academic Support and Advising, the Burke Library, and the Italy Center.
- Develop and implement academic policies, regulations, procedures, and protocols.
- Ensure compliance with SACSCOC and discipline-specific accreditation requirements.
- Manage the Academic Affairs budget.
- Exercise final authority over course schedules and teaching loads.
- Prepare the academic calendar and work with the President's Cabinet for approval.
- Foster a culture of continuous program evaluation, innovation, and development.

Administration of the Faculty

- Participate in the faculty governance structure.



- Support faculty by upholding standards of excellence and providing opportunities for professional development in teaching and in scholarship; make recommendations on tenure and/or promotion.
- Appoint, supervise, and evaluate Division Chairs, and meet with them regularly.

Representation of the College and Office

- Plan and preside over major ceremonies, including Honors Convocation and Commencement.
- Strengthen existing articulation agreements and pursue strategic partnerships with academic and community institutions across all disciplines.

Qualifications

- Earned doctoral degree, or approved terminal degree, from a regionally accredited university with academic achievement commensurate to rank of full professor.
- Record of progressive academic leadership at the level of Division Chair, Dean, or above, with demonstrated success managing multiple projects and academic units concurrently.
- Experience in academic budgeting, strategic prioritization and data-informed allocation of resources.
- Demonstrated commitment to diversity, equity, and inclusion in student programming, faculty and staff hiring, and campus culture.
- Broad understanding of trends in higher education, including enrollment dynamics, student success initiatives, and emerging academic delivery models.
- Experience leading accreditation processes, academic assessment, and continuous improvement initiatives.
- Record of visionary administrative leadership, successful change management, and effective personnel supervision.
- Demonstrated ability to work effectively within a shared governance environment and to support faculty development and excellence in teaching and scholarship.
- Excellent communication skills and ability to collaborate with stakeholders across the institution and with external partners.
- Experience at a small, tuition-dependent, liberal arts college preferred.

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice.
This job description is not an employment agreement or contract.
