



Vice President of Instruction

Job Location: In-office at Clark College in Vancouver, WA

To apply: *Clark College is partnering with Gold Hill Associates.* Nominations and completed applications must be submitted electronically (MS Word or PDF format) to Dr. Preston Pulliams at preston@goldhillassociates.com.

APPLICATION PROCESS

Applications should include the following items:

- Cover letter describing background and experience related to qualifications and responsibilities as it relates to this position.
- Current resume with a minimum of three (3) references.
- Response to the supplemental question: Please describe how you have implemented practices and/or participated in initiatives that promote racial and cultural equity.

APPLICATION DEADLINE: Open until filled; priority consideration will be given to applicants whose complete application has been submitted by April 15, 2024.

Compensation: \$139,724 - \$161,786 (Commensurate with qualifications and experience).

Benefits: Clark College offers an [exceptional benefits package](#) that includes vacation/sick leave; medical, dental, life and long-term disability insurance; retirement; and tuition waiver.

Clark College seeks an enthusiastic visionary leader to serve as Vice President of Instruction (VPI). The VPI serves as the senior academic officer of the institution. As the senior academic officer, the Vice President of Instruction assumes responsibility for the comprehensive academic landscape, encompassing credit and non-credit program development and assessment, teaching and learning evaluation, faculty appointment, professional development, performance assessment, tenure processes, and formulation of academic policies and procedures. The incumbent should demonstrate unwavering commitment to academic and institutional excellence, prioritizing student success, and actively working towards the elimination of equity gaps.

This pivotal role requires effective collaboration as a team player and a dedicated member of the president's executive cabinet. The VPI is expected to maintain a visible and approachable presence for faculty and academic deans. Successful candidates will contribute to a dynamic educational environment, fostering a

culture of continuous improvement and innovation within the institution.

The VPI assumes a leadership role in formulating and ensuring the execution of a vision that promotes equity, inclusion, and enhances student access, excellence in teaching and learning, and overall student success across all academic departments. They will play a pivotal role in guiding the College towards achieving the objectives outlined in the equity-centered strategic plan, encompassing key principles such as equitable student experiences, employee engagement and empowerment, excellence, community partner engagement, and institutional effectiveness and equity.

The ideal candidate for this role should possess significant academic experience, a strong dedication to the institution's mission, a commitment to equity-centered and student-centered teaching and learning, and a firm belief in the potential for all students to succeed. Additionally, the candidate should have a proven track record of effecting strategic change with determination and a sense of commitment and accountability. Experience in addressing complex issues and making bold decisions for the benefit of students and the institution is crucial.

The areas under the guidance of the VPI encompass five academic divisions, non-credit and workforce training, Library Services, eLearning, Faculty development/Teaching and Learning Center, Adult/Basic Education/ESL and Adult Literacy, outcomes assessment, accreditation, Guided Pathways, and academic support services.

At Clark, we place a high importance on equity, diversity, and inclusion. Our commitment extends to fostering growth, continuous learning, and providing unwavering support to our dedicated employees.

JOB DUTIES AND RESPONSIBILITIES:

- Serve as a member of the Executive Cabinet.
- Implement measures to increase equitable student success.
- In coordination with the faculty, develop a strategic academic plan for the College.
- Drive change to forecast and shape the academic profile to meet student and industry needs.
- Oversee the alignment and execution of relevant and timely non-credit and workforce training.
- Supervise instructional staff, including the Associate Vice President of Instruction, deans, and instructional office staff.
- Serve as liaison with state and federal entities, accrediting associations, public and private schools, other higher education institutions, community agencies, and business and industry concerning instructional matters.
- Monitor and manage expenditures of the instructional budget.
- Lead, inspire and ensure faculty commitment to equitable learning opportunities and outcomes.
- Ensure staff and faculty represent the diverse student population through equity-centered and data-informed approaches.
- Serve as a key College leader in Guided Pathways and serve on the Guided Pathways Strategic Planning team and Guided Pathways Advisory Council.
- Guide the work of the Curriculum Committee and Instructional Planning Team to systematically review policies, programs, outcomes, and course offerings.
- Provide appropriate training and support for adjunct, probationary, and tenured faculty.
- Foster open, inclusive, and candid communication among administration, faculty, staff, and students on matters related to Instruction.
- Provide leadership for instructional efforts associated with accountability, outcomes assessment, and accreditation.
- Serve as chair or member of designated College committees, councils, and teams.
- Provide leadership in accordance with the Mission and Vision established by the College, furthering values, tenets, and priorities of the College.
- Ensure areas of responsibility operate effectively within the policies and procedures of the College and applicable governing agencies.
- Develop and implement policies and procedures for operating unit(s).
- Train, supervise, and evaluate employees in accordance with negotiated agreements, applicable state and federal laws, and College policies and procedures.
- Exercise effective stewardship over college resources.
- Prepare reports and analytical materials to illustrate objectives, activities, and accomplishments of areas of responsibility.
- Create a safe, bias-free working environment, which engenders respect for differences.
- Work to achieve the core theme of fostering a diverse college community as established by the College.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited institution.
- Three (3) years of full-time teaching experience.
- Five (5) years in upper management in instruction (Dean-level or above) and/or educational administration.
- Experience developing initiatives that advance social equity working in a diverse environment.
- Ability to work well with people of all ages from academically, culturally, and socioeconomically diverse backgrounds.
- Successful candidates should have knowledge of:
 - Culturally responsive, inclusive, and anti-racist practice and instruction; a strong understanding and ability to apply knowledge of the teaching and learning process.
 - Curriculum and Instructional Planning.
 - Implementation of student success strategies such as Guided Pathways.
 - Comprehensive budget development and management.
 - Outcomes assessments and accreditation.
 - Shared governance.
 - Collective bargaining.
 - Effective pedagogy in online and face-to-face Instruction.
 - Use of educational technologies.
 - Establishing strategic partnerships.
 - Creating professional development plans.
 - Collaborative and community-building leadership.
 - Program articulations and workforce development.

Candidates will be evaluated on:

- Demonstrated commitment to diversity, equity, and inclusion throughout all levels of the organization.
- Demonstrated commitment to ensuring that academic programs provide smooth pathways to further education and the workforce.
- Ensures the integrity and accountability of academic programs by upholding professional and accreditation standards.
- Has a strategic vision for the institution.
- Demonstrated experience providing academic leadership.
- Demonstrated ability to work collaboratively to further develop and implement student success strategies.
- Demonstrated ability to build and maintain collegial environment.
- Engagement and promotion in shared governance.
- Demonstrated budget development and management experience.

ABOUT CLARK COLLEGE:

Clark College is Southwest Washington's largest public institution of higher education with an open-enrollment framework welcoming students of all ages and backgrounds pursuing their educational or career paths. With a mission to service the community and guide individuals to achieve their educational and professional goals, Clark inspires learners to excel, transforms lives, and strengthens our increasingly diverse community.

Clark College uses equity, justice, and anti-racist practices as a foundation to ensure all faculty, staff, and students feel welcomed, included, and engaged. The college employs a strong belief that diversity is critical to ensuring that multiple viewpoints are represented and considered in decision-making. They offer a great benefits package and opportunities to engage in professional development, build equity competencies, and practice wellness. Clark College strives to create a cultural climate that challenges power, privilege, and

inequity. View Clark's [Commitment to Social Equity](#) here.

Clark College values diversity and is an Equal Opportunity Employer and Educator. Protected group members are strongly encouraged to apply. Clark College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran or military status, citizenship, immigration status or use of a trained guide dog or service animal. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). The college considers equal opportunity, affirmative action, and non-discrimination to be fundamental to the mission, vision, and values of the college. All faculty and staff hired at Clark College are encouraged to embrace, continually support, and enhance social equity on our campus and in our community. The college provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the Americans with Disabilities Act and Federal Rehabilitation Act. For more information on Clark College, please visit www.clark.edu or regarding the college's Affirmative Action Policy or Disability Accommodations, call the Director of Labor and Compliance, (360) 992-2317 or email ggabbard@clark.edu.

WHAT WE OFFER:

- A healthy work/life balance for our employees with the opportunity for flexible work schedules and remote work depending on position and college needs.
- McClaskey Culinary Institute offers fast, fresh, and healthy dining options for students, faculty, staff, and the community. The space, located in Gaiser Hall, features three kiosks, a full-service retail bakery and barista bar, grab-and-go items, and a student-run restaurant.
- Coffee Lounge in Hannah Hall and Clark Café in Joan Stout Hall.
- Campus bookstore offers snacks, apparel, and specialty supplies.
- On-campus early childhood education care program (pending registration and availability).
- Gym and recreation facilities available for membership.
- Clark promotes wellness with a variety of different workshops and events.

CONDITION OF EMPLOYMENT

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Completion of academic degrees will also be verified through receipt of official transcripts. Please note that upon being hired, Washington Administrative Code (WAC) and the State Board of Community and Technical Colleges (SBCTC) require a Vocational Certification plan be in place prior to the first day of classes. Under the standard specified in WAC 131-16-070 through 131-16-094 Vocational Certification is a condition of continued employment for all professional technical education personnel.

ELIGIBILITY VERIFICATION

If you are hired, you will need proof of identity, and documentation of U.S. citizenship or legal authorization to work.

CORRECTIONS OR EXTENDED NOTICES

Corrected or extended notices will be posted online and in the Human Resources Office.