



Position: Executive Director of Academics and Accreditation
Department: Academic Affairs

The University of Pikeville (UPIKE), the Leading University in Central Appalachia, is actively seeking an Executive Director of Academics and Accreditation. This role will play a crucial part in advancing the academic mission of the University of Pikeville by overseeing professional development initiatives and ensuring compliance with accreditation standards. This position is responsible for designing and delivering impactful faculty and staff development programs while serving as the university's liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Executive Director collaborates with academic leadership to develop, implement, and assess academic policies, curricula, and institutional effectiveness strategies that promote continuous improvement across undergraduate, graduate, and doctoral programs.

Responsibilities:

Professional Development Leadership

1. Develop and implement a comprehensive professional development plan for faculty and staff.
2. Identify and assess faculty and staff professional development needs to enhance teaching, research, and service.
3. Design and deliver workshops and training programs on effective teaching strategies, assessment development, technology integration, and research methodologies.
4. Guide faculty and staff in the ethical and effective use of AI tools and emerging technologies in pedagogy and research.
5. Research and identify funding opportunities for professional development initiatives.
6. Promote and market professional development opportunities to faculty and staff.
7. Coordinate UPIKE's new faculty mentorship program, providing individualized support and mentorship.

Accreditation and Institutional Compliance:

- Serve as the university's accreditation liaison with SACSCOC, ensuring institutional compliance and readiness for accreditation reviews.
- Oversee the development and submission of accreditation reports, substantive change requests, and reaffirmation documentation.
- Provide leadership in developing, implementing, and evaluating academic policies, curricula, and assessment processes to drive continuous improvement.
- Collaborate with academic leadership to ensure institutional effectiveness and alignment with accreditation standards.

Academic Policy and Student Support:

- Evaluate and manage transfer and articulation agreements with partner institutions to enhance student pathways, including dual-credit opportunities.
- Act as the next level in the chain of command for resolving student complaints, grievances, and disciplinary matters escalated from faculty, division chairs, or program directors.
- Represent the university at academic, community, and professional events as needed

Required Knowledge, Skills, and Abilities:

- Strong understanding of accreditation processes, institutional effectiveness, and higher education compliance standards.
- Expertise in faculty development, instructional design, and innovative teaching methodologies.
- Knowledge of AI tools and their application in higher education.
- Proven ability to design and implement professional development programs that support faculty and staff growth.
- Excellent communication, leadership, and collaboration skills.
- Ability to manage multiple projects, meet deadlines, and navigate complex academic structures.
- Experience with academic assessment, curriculum development, and institutional policy implementation.
- Strong problem-solving and decision-making skills, particularly in resolving student and faculty concerns.
- Ability to engage with diverse stakeholders, including faculty, administrators, students, and external accreditation bodies.

This position will play a pivotal role in enhancing the academic excellence and institutional integrity of UPIKE, ensuring both faculty success and accreditation compliance.

Qualifications:

- Minimum of a Master's degree in education, instructional design, or a related field. A Doctoral degree is preferred.
- 5+ years of experience in professional development
- Expertise in Artificial Intelligence (AI)
- Experience with curriculum development and assessment
- Strong leadership and management skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate based on race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references.