

Interim Provost/Vice President, Academic Affairs
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258220>

Downloaded On: Jun. 14, 2025 7:47pm

Posted Jun. 13, 2025, set to expire Jul. 1, 2025

Job Title Interim Provost/Vice President, Academic Affairs
Department
Institution West Valley-Mission Community College District
Saratoga, California

Date Posted Jun. 13, 2025

Application Deadline 07/01/2025

Position Start Date Available immediately

Job Categories Vice-(President/Provost/Chancellor)

Academic Field(s) Administration - Other

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Job Description

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Interim Provost/Vice President, Academic Affairs

Closing Date: 07/01/2025

Definition:

West Valley College is part of the West Valley-Mission Community College District. Designated as a Hispanic Serving Institution, West Valley College enrolls about 15,000 students annually and is minutes away from the heart of the Silicon Valley in a beautiful park-like setting on 143 wooded acres. The student population represents diverse communities from the cities of Saratoga, Campbell, and Los Gatos. Detailed information about the student population, including data related to student success,

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can be found on the [Office of Institutional Effectiveness and Research](#) webpage.

Reporting directly to the College President, the Interim Provost/Vice President of Academic Affairs provides strategic vision and administrative leadership for the colleges cutting-edge curriculum and instructional services to help students thrive in contemporary job markets or to transfer to the bachelors program of their dreams. The college benefits from a strong alumnus and giving community that has collaborated at record levels to foster a well-rounded educational experience for our students and provide greater resources for our faculty. The Interim Provost/Vice President of Academic Affairs administers the overall planning, developing, coordination, implementation, evaluation, and improvement of the colleges instructional programs.

The Interim Provost/Vice President of Academic Affairs functions in a senior administrative capacity and collaborates closely with the College President, Vice President of Student Affairs, Vice President of Administrative Services, Vice President of Strategy and Equity, and other Executive Leadership Team members, managers, and administrative staff to improve the colleges effectiveness in meeting students needs. Responsibilities also include developing processes/procedures that contribute to increased effectiveness and efficiency. Direct reports are deans, directors, faculty, and classified professionals.

We are seeking a proactive and visible, collaborative, data-informed, knowledgeable leader who thrives in a fast-paced and innovative environment. West Valley College is ranked number one in transfer in Silicon Valley and the Bay Area and number three in California out of 116 community colleges. The college is known for high quality academic programs and faculty, dedicated classified professionals, and an equity-minded approach to student success. West Valley College inspires students to create a future for themselves so they can contribute to a world in need of their talents, drive, and enthusiasm.

West Valley College is committed to addressing inequities and injustices, both societal and institutional, and so recognizes that institutions of higher education have colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work which will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will act with courage, grace, and humility in fulfilling our commitment to learning and unlearning.

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Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

100% of full time, 40 hours per week, 12 months per year, with anticipated start date of August 2025. Schedule may change to include some evening or weekend hours, as needed. This interim assignment is one year, ending June 30, 2026. The interim is eligible to apply for the permanent position.

Work Location: West Valley College, Saratoga, CA.

Salary and Benefits:

Anticipated Hiring Range:

- \$224,215 annually (Administrative Salary Schedule, Range 30, Step A).

Benefits include:

- Additional compensation: \$2,000 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalSTRS retirement.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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Experience:

- Seven years of increasingly responsible experience in instruction and curriculum development; including two years of academic administrative and management responsibility.

Education:

- Equivalent to a Masters degree from an accredited college or university with major coursework in education or a related field

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualifications:

- An earned doctorate degree or additional educational background equivalent to a doctorate degree.
- Prior teaching experience in an academic discipline.
- Experience in redesigning existing systems to create student-centered processes that lead to the highest success rates in the nation in transfer and in degree and certificate completion.
- Competence in coordinating the writing, implementation, and reporting of grant applications.
- Expertise in organizational development and being intentional in building a team of professionals including administrators, faculty, classified professionals.
- Experience in negotiating partnerships with other educational institutions, corporations, businesses, community organizations, and agencies.
- Demonstrated expertise in stewarding public funds, including fundraising and cultivating donor relations.
- Experience working collaboratively with campus community stakeholders in a participatory governance environment to facilitate, for example, refocusing the Education Master Plan, refining Guided Pathways framework, elevating the voice of Associated Students, and integrating the Institutional Equity Plan.
- A well-informed leadership philosophy and demonstrated listening and written communication skills.
- Demonstrated ability to act with fiscal prudence and accountability.
- Demonstrated experience as a leader in implementing diversity, equity, and social justice actions.

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Knowledge and Abilities:

Knowledge of:

- Principles and practices of administration related to the instructional and academic services available at institutions of higher education.
- Principles and practices of pedagogical and instructional design methodologies, including distance education.
- Current and innovative trends in academic, career technical education, community and contract education, including non-traditional methods of instruction.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state and federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, direct and control the administration and operations of the colleges instructional services programs, resources, and activities.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Prepare and administer division budgets.
- Develop and implement division policies and procedures.
- Provide leadership and direction to college administrators, academic, and classified staff in developing, implementing and evaluating instructional programs, services, resources, and activities for students at a community college.
- Direct the development and implementation of current, balanced and innovative curricula.

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- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply district and division policies, procedures, rules, and regulations.
- Supervise, train, and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Develop, plan and implement college institutional goals and objectives; recommend and administer policies and procedures.
- Serve as the chief instruction officer of the college in relation to external entities including the California Community College Chancellors Office and Accrediting Commission for Community and Junior Colleges.
- Provide direction for outside agencies and organizations; oversee all instruction ensuring it meets the educational needs of students; provide staff assistance to the President and Chancellor; prepare and present staff reports and other necessary correspondence. Direct, oversee, and participate in the development of the colleges instructional work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the colleges instructional program budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; development and oversight of grants.
- Select, train, motivate, supervise and evaluate faculty, academic administrators, personnel and staff including of division chairs and classified staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high

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standards necessary for the efficient and professional operation of the college.

- Lead and direct the development, implementation, interpretation, and evaluation of the college curriculum and curricular activities; direct and manage colleges enrollment management.
- Assure college compliance with accreditation standards, Title 5, and federal regulations related to instructional programs, services, and activities; serve as the colleges Accreditation Liaison Officer.
- Direct and monitor the preparation of the colleges schedule of classes based on student learning needs and program patterns; review the schedule development and ensure efficient use of classrooms, laboratories and other instructional facilities; ensure that an appropriate balance of curriculum is offered to meet the needs of a diverse student population.
- Serve as a member of the presidents leadership team and other leadership teams and committees; establish and achieve college goals in accordance with the colleges educational and facilities master plan; ensure that development of short and long-term plans for all instructional programs and services occur in concert with the colleges overall direction and priority.
- Represent the college to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Participate in Colleges overall facility planning.
- Provide direction for research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Working Conditions:

Not applicable

Other Duties:

Application Information:

Physical Demands:

Not applicable

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Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For reasonable accommodations and assistance, contact:
Office of Human Resources, Attn: Recruitment

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14000 Fruitvale Ave, Saratoga, CA 95070
Phone: (408) 741-2174 Fax: (408) 741-2564
Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The district may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The district reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The district does not provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

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FY22/23-281FT

Open Date: 06/10/2025

Close Date: 07/01/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

West Valley-Mission Community College District

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