

Acting Vice Provost/Dean of Instruction
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269790>

Downloaded On: Dec. 24, 2025 12:57pm

Posted Dec. 24, 2025, set to expire Jan. 13, 2026

Job Title	Acting Vice Provost/Dean of Instruction
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Dec. 24, 2025
Application Deadline	01/13/2026
Position Start Date	Available immediately
Job Categories	Dean Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Undergraduate Education Administration - Executive
Apply Online Here	https://apptrkr.com/6819600

Apply By Email

Job Description

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Acting Vice Provost/Dean of Instruction

Closing Date: 01/13/2026

Definition:

West Valley College is part of the West Valley-Mission Community College District. Designated as a Hispanic Serving Institution, West Valley College enrolls over 15,000 students annually and is minutes

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

The college is ranked number one in transfer in Silicon Valley and the Bay Area and number four in California out of 116 community colleges. The college is known for high quality academic and career education programs supported by talented faculty and dedicated classified professionals who bring an equity-minded approach to student success. Most recently West Valley College was recognized by the Aspen Institute as one of the top 200 U.S. community colleges eligible to compete for the \$1 million Aspen Prize for community College Excellence. WVC inspires students to create a future for themselves so they can contribute to a world in need of their talents, drive, and enthusiasm. Centered on innovation, excellence, belonging, and inclusivity, the college was honored to receive the 2025-2028 FamilyU Seal for its service to parenting students.

As a campus community, West Valley 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.

Reporting directly to the Provost, the Vice Provost will be a member of the Presidents administrator team. The Vice Provost provides strategic leadership and oversight for academic programs, faculty, and instructional operations, ensuring academic quality, compliance, and alignment with institutional priorities while working closely with the Provost to advance the colleges mission and goals.

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 February 2026 through December 31, 2026. Schedule may change to include some evening or weekend hours, as needed. This is an Academic Administrator position and part of the Managers employee unit.

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Work Location: West Valley College, Saratoga, CA.

Salary and Benefits:

Anticipated Hiring Range:

- \$198,174 annually (Administrative Salary Schedule, Range 25, Steps 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.
- Voluntary 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:

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Equivalent to a Masters degree from an accredited college or university with major course work in education or a field related to specific area of assignment.
3. Five years of increasingly responsible experience in instruction at a college level; including two

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years of administrative and management responsibility.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualifications:

- Strong track record establishing and maintaining formal partnerships with external programmatic stakeholders, specifically in an education setting
- Experience with non-credit courses and programs
- Experience with dual and/or concurrent enrollment courses
- Working knowledge of California's Education Code and Title 5
- Robust experience using data in decision-making
- Demonstrated commitment to ongoing professional development
- Demonstrated excellence in interpersonal communication
- Experience working collaboratively with campus community stakeholders in a participatory governance environment.
- Demonstrated experience in enrollment management, including developing and implementing strategies to meet or exceed FTES targets and load, to optimize course scheduling, and enhance student retention and success.
- Broad experience in program development, student engagement, student success outcomes, collaboration with instructional programs, and institutional change.
- Demonstrated experience in budget development and management.
- A well-informed leadership philosophy, demonstrated listening skills, and experience as a successful leader who can deliver on desired outcomes.
- Demonstrated experience as a leader in implementing diversity, equity, and social justice actions.
- Proven experience in fundraising, including cultivating donor relationships, securing philanthropic support, and collaborating with institutional advancement to enhance resources for academic programs and student success.

Knowledge and Abilities:

Knowledge of:

- Principles and practices of curriculum development and approval, and enrollment management in institutions of higher education.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Academic, career/transfer education, transfer, and developmental education including non-

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traditional methods of instruction.

- Process and standards of accreditation, and requirements and techniques of outcomes assessment.
- Principles and practices of collective bargaining, contract negotiation and administration.
- Modern pedagogical and instructional design for various instructional methods including online, supplemental, and non-credit.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Pertinent local, state and federal rules, regulations, and laws.
- Modern office practices, methods, and computer equipment.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Organize and direct the operations and activities of the colleges instructional programs and/or student support services.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; 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.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply district, division and department policies, procedures, rules and regulations.
- Supervise, train and evaluate 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

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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 and implement School goals, objectives, policies, and procedures.
- Plan, organize and direct instructional and student support programs, services, and initiatives relative to area of assignment.
- Direct, oversee, and participate in the development of the department work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare the department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; monitor faculty contracts to assure accordance with association contract and district policies; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Oversee the accurate development, approval and implementation of college curriculum; participate in the coordination, preparation, publication, and distribution of the college catalog and schedule of classes.
- Ensure instructional programs and support services are regularly assessed for evidence of student learning and achievement, particularly in terms of student outcomes and adherence to standards of accreditation; participate in developing and implementing enrollment performance goals.
- Manage and oversee functions associated with area of assignment.
- Initiate, support and participate in efforts to secure local, state or federal grant funding for college programs and services; ensure that grants are implemented according to approved plans and that reporting requirements are met in a timely manner.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written

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- Coordinate the selection, use, and maintenance of equipment and facilities assigned to the division.
- Plan and coordinate course schedules in collaboration with Deans, Department Chairs and staff in response to the needs of students and within the districts enrollment targets; manage enrollment to maximize use of faculty loads, operating budgets, and space resources.
- 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.

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, if requested; (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.
- If you have a question that isn't covered in our [FAQs](#), please contact us at careers@wvm.edu.

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 or

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the transcript does not show a degree conferred AND degree conferred date, the application may be screened as not meeting minimum requirements, the application may be screened as not meeting minimum requirements.

- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- 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.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- 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

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Careers@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.

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- 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:

Posting Number: FY22/23-318FT

Open Date: 12/23/2025

Close Date: 01/13/2026

Open Until Filled: No

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

wvm.peopleadmin.com

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Contact Information

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

Contact

N/A

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