



# Tarrant County College®

**SUCCESS WITHIN REACH.**



**Greenwood/Asher**  
& ASSOCIATES, LLC

## The Opportunity

Tarrant County College (TCC) invites applications and nominations for the position of Vice President for Academic Affairs (VPAA) at Tarrant County College – Northwest Campus. Reporting to the Campus President, the Vice President for Academic Affairs is responsible for leading and creating an environment that is student ready and promotes collaboration, innovation, excellence, and integrity. This leadership position is responsible for the academic credit and non-credit programming for the campus, including program development and assessment; budget management, teaching and learning assessment; recommends faculty appointment, professional development, academic student support (i.e. library, learning centers) and evaluation; and adherence to college policy and procedures. The Vice President participates in policy and program review and recommends changes and supports the College's [3 Goals and 8 Principles implementation](#). The selected individual will be involved in the campus redevelopment; a \$320 million construction project currently underway. The projected enhancements will pave the way for new learning opportunities and positively impact students and the community. Completion date is estimated to be late 2025.



## The Role of the Vice President for Academic Affairs

Representative duties and responsibilities of the Vice President role include, but are not limited to, the following:

- Assists and advises the President as the principal resource for instructional activities for the campus and provides routine updates on dotted line responsibilities of the one college goal reporting activities in progress through the Office of the Executive Vice Chancellor and Provost.
- Establishes and follows through on a course of action for self or others to assure accomplishment of assigned objectives to the level expected for the position.
- Recommends college policies and procedures, and ensures the development, implementation, communication, and evaluation of the College's curriculum.
- Exhibits fiscal responsibility in the development and management of the schedule of classes and resource management in assigned budgets; monitors spending and approves expenditures according to established policies and procedures.
- Reviews reports to monitor, report, and make data-informed decisions regarding the status of academic programs and resource management (i.e. personnel resources, classroom resources).
- Serves as the chief administrative officer for the campus in the absence of the President, as a liaison to accrediting agencies, as a member of Academic Council, and participates in faculty committees.

- Leads in addressing Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements for accreditation.
- Collaborates with university partners in support initiatives such as articulation agreements.
- Provides leadership for all faculty and staff within Academic Affairs by overseeing assigned personnel functions, including hiring recommendation, faculty, and staff evaluation, management of conduct and performance issues, and advising appropriately on personnel matters.
- Provides direction, on-going monitoring, and support related to the planning, executing, monitoring, and evaluating of instructional programs.
- Leads in the determination of course scheduling, the assignment of additional work, release time from primary job responsibilities, and pay approvals.
- Implements accountability measures to ensure that personnel, programs, and activities are managed in accordance with College's goals, policies, and procedures.
- Leads in addressing the resolution to student-related concerns and complaints linked to academic issues.
- Collaborates with the college community in the implementation of the [College's 3 Goals and 8 Principles](#).
- Participates on behalf of the College in external community organizations and associations.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes all required training and professional development sessions sponsored through the Tarrant County College (TCC) Institute.
- Supports the values of the College: diversity, teaching excellence, student success, innovation and creativity and service to the College.
- Supports the mission, values and 3 goals and 8 principles of the College.
- Adheres to College policies and procedures.
- Adheres to applicable safety procedures.

## Required Minimum Qualifications

- Doctoral degree from a regionally accredited college or university.
- Three (3) years full-time teaching experience in a credit curriculum at the post-secondary level.
- Five (5) years of experience as an academic administrator at the department/ division dean level or above in a community college or university setting.

## Preferred Qualifications

- Five (5) years full-time teaching experience in a credit curriculum at the post-secondary level.
- An understanding of and commitment to the open access policy and philosophy of the comprehensive community college.

## Knowledge, Skills, and Abilities

- Ability to work effectively in a collaborative environment and a setting that is diverse and urban.
- Ability to think critically to effectively solve and communicate problems in a fast-paced environment where the demands for work are varied, and unpredictable in scope and volume.
- Ability to analyze data and provide sound recommendations based on policy, procedure, practice, and existing regulations.
- Ability to delegate work appropriately to faculty and staff to meet College and campus deliverables.
- Ability to use computer applications and enterprise systems, including proficiency with word processing, spreadsheet, and presentation software.
- Skilled in excellent customer service and interpersonal skills with diverse populations.



## About Tarrant County College

In 1965, the citizens of Tarrant County went to the polls and gave life to the vision of establishing a two-year college—now known as Tarrant County College (TCC)—that would serve the needs of the community. Implicit in that vision were the values of equity and inclusion, and for over fifty years; Tarrant County has found TCC to be a place where one can find open access to quality teaching and learning. As an extension of this mission, our goals to be student-ready and serve the community call for TCC to also provide equitable opportunities to learn by rising to meet students, no matter where they are.

TCC believes that providing access to education and an equitable opportunity to learn can, and should be, a critical component to the continued growth and progress of society. Therefore, we strive to foster an educational environment that helps students learn, live, manage, and lead in a global context.

To that end, the work of [TCC's 3 Goals and 8 Principles \(3G8P\)](#) emphasizes the importance of:

- Understanding the context of others' lives as a way of developing a deeper appreciation for those we serve;
- Appreciating differing perspectives and experiences as an integral component of our learning together; and
- Connecting students to learning, personal, and social support resources as an additional way to advance access, opportunity, and success.

TCC, one of the 20 largest higher education institutions in the United States in the state of Texas, has six campuses located in Fort Worth, Arlington, Hurst, and online. Northwest Campus is the College's north Tarrant County location, located in north Fort Worth. Other sites include the TCC Opportunity Center, TCC Corporate Training Center Alliance Texas, and several learning centers. Founded in 1965, TCC is a two-year college accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Tarrant County College's mission is to provide affordable and open access to quality teaching and learning. TCC offers four types of degrees—**Associate of Arts, Associate of Arts in**



**Teaching, Associate of Science, and Associate of Applied Science.** In addition, degrees and certificates are offered in more than 60 different occupational/technical programs, which include 62 Associate of Applied Science (AAS) degrees and nearly 121 Certificates of Completion and 17 Occupational Skills Awards. TCC also offers a wide range of flexible, non-credit courses and programs that lead to certifications and industry-recognized credentials. Community Education & Engagement

(CEE) opportunities provide a variety of personal enrichment, lifelong learning, basic skills, and community service non-credit courses and programs for the general public. Approximately 1 in every 22 Tarrant County residents takes a class at TCC each year.

TCC works very hard to offer students attractive, well-equipped 21st-century classrooms and labs to learn in and boasts award-winning programs not found anywhere else. Tarrant County College was recently ranked Number 1 in the nation among U.S. community colleges and trade schools, according to the *2021 Trade College Search*. TCC earned 24 different awards in this year's ranking.

For over 50 years, **TCC-Northwest** has stood as a consistent beacon of hope for students and families pursuing education in our region. We are passionate about providing opportunities for learners throughout their lifespan. Whether through our early childhood laboratory school, our College for Kids programs, our high school equivalency ESOL and ESL programs, our transfer courses, our career and technical programs, our programs for students with unique learning needs, or our offerings for enrichment for citizens 50+, there is a place for everyone at **TCC-Northwest**.

Our faculty and staff take pride in working here to support learners in bringing their goals to fruition. We are TCC Proud and resolute in our commitment to support students in completing the goals they set for themselves. We also take pride in a long history of working lockstep with our community partners—civic, educational, economic development and corporate—to ensure exceptional experiences for TCC students and families.

Complementing TCC's outstanding faculty and award-winning programs are dedicated student development services staff who are ready to help and guide students through the educational process. In the end, TCC wants students to excel and achieve the dream of a better future.

For a copy of **TCC's Focus on Student Success: Key Performance Indicators of First Time in College Students**, please visit: <https://www.tccd.edu/documents/about/research/institutional-intelligence-and-research/reports/key-performance-indicators/kpi-analysis-ftic-students.pdf>.

For a copy of **TCC's 2021 Statistical Handbook**, please visit: <https://www.tccd.edu/documents/about/research/institutional-intelligence-and-research/statistical-handbook/2021SP-statistical-handbook.pdf>.

## About Fort Worth, Texas

Fort Worth is the fifth-largest city in the state of Texas and the 13th-largest city in the United States, known for Texas hospitality and a dozen remarkable districts full of culture and fun. It is the county seat of Tarrant County, covering nearly 350 square miles into three other counties: Denton, Parker, and Wise.

The city of Fort Worth was established in 1849 as an army outpost on a bluff overlooking the Trinity River. Fort Worth has historically been a center of the Texas Longhorn cattle trade. It still embraces its Western heritage and traditional architecture and design. USS Fort Worth (LCS-3) is the first ship of the United States Navy named after the city. Although considered by some to be a satellite city due to its proximity to Dallas, which has held a population majority since the 1950s, Fort Worth has become one of the fastest-growing cities in the United States in recent years, particularly in the 21st century, and has more than doubled its population since 2000.



Fort Worth is home to the Van Cliburn International Piano Competition and several world-class museums designed by internationally known contemporary architects. The Kimbell Art Museum, considered to have one of the best art collections in Texas, is housed in what is widely regarded as one of the outstanding architectural achievements of the modern era. The Fort Worth Museum of Science and History, designed by famed architect Ricardo Legorreta of Mexico, engages the diverse Fort Worth community through creative, vibrant programs and exhibits.

Fort Worth is the location of several university communities: Texas Christian University, Texas Wesleyan, University of North Texas Health Science Center, and Texas A&M University School of Law. Several multinational corporations, including Bell Textron, American Airlines, BNSF Railway, and Chip 1 Exchange are headquartered in Fort Worth. The Dallas/Fort Worth International Airport, also known as DFW Airport, is the primary international airport serving the Dallas–Fort Worth metroplex area.

For additional information about Fort Worth, please visit: <https://www.fortworth.com/> or <https://www.fortworthtexas.gov/Home>.

# Nomination and Application Process

## Salary

The position is a full-time, 12-month administrative position with an excellent benefits package. Salary is competitive and commensurate with experience.

## How to Apply

Greenwood/Asher & Associates, LLC is assisting Tarrant County College in this search. Applications and nominations are now being accepted. For best consideration, please provide a cover letter, CV, and list of five references by **January 3, 2022**. Confidential inquiries, nominations, and application materials should be directed to Greenwood/Asher & Associates, LLC. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Inquiries, nominations, and application materials should be directed to:

Betty Turner Asher  
Founder, Greenwood/Asher & Associates, LLC  
Vice President & Managing Partner, Kelly  
E-mail: [bettyasher@greenwoodsearch.com](mailto:bettyasher@greenwoodsearch.com)

Ann Bailey  
Senior Executive Search Consultant  
Greenwood/Asher & Associates, LLC  
E-mail: [annbailey@greenwoodsearch.com](mailto:annbailey@greenwoodsearch.com)

To view the position posting, please visit: <https://jobs.tccd.edu/postings/26664>.

For more information about Tarrant County College, please visit: <https://www.tccd.edu/>.

For more information about Tarrant County College – Northwest Campus, please visit:  
[Northwest Campus - Tarrant County College \(tccd.edu\)](https://www.tccd.edu/northwest).

*The College District prohibits discrimination in any term or condition of employment or in the application for employment on the basis of race, color, national origin, sexual orientation, religion, gender, physical or mental disability, veteran status, or age. Equal employment opportunity is provided pursuant to Executive Order 115246, as amended, Title VII of the 1964 Civil Rights Act, as amended, Section 504 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1967, as amended, the Vietnam Era Veterans' Readjustment Act of 1974, and the Americans with Disabilities Act of 1992. The College District shall provide equal opportunity for all qualified and qualifiable persons and shall promote the full realization of equal opportunity through positive, continuing programs in every department and work unit within the College District.*