

**Kansas Board of Regents
Position Description for
Director for Academic Affairs**

Date: December 2025

Name:

Position No.: K0209175

Supervisor: Vice President for Academic Affairs

Brief Description of the Position:

The Director for Academic Affairs is responsible for working collaboratively with both internal and external constituents to evaluate and develop academic policies and procedures and to lead strategic initiatives for the Kansas system of higher education.

The Director for Academic Affairs is responsible for such activities as: coordinating annual and biannual reports; leading systemwide initiatives, including Systemwide General Education, Math Pathways, Systemwide math and English course placement, and corequisite developmental education. In addition, this position will conduct policy research and special research pertinent to Board goals and lead new systemwide initiatives. In collaboration with the Vice President for Academic Affairs and other staff, the Director is expected to provide input into academic policy development and implementation in all academic sectors.

Position Duties:

- Provides leadership in the planning, development, and implementation of a systematic and integrated process.
- Communicates regularly with institutional administrative personnel and others via email to provide advice for resolving issues relating to Academic Affairs and Board policy and to answer questions about policies and systemwide initiatives.
 - Collaborates with the Office of the General Counsel in analyzing, interpreting, revising, and monitoring adherence to policies, statutes, and regulations.
 - Collaborates with the KBOR's Workforce Development staff in military initiatives, review of programs, and development of academic policies, procedures, projects, and proposals relative to technical education.
 - Coordinates and reviews out-district/academic extension courses and programs from system universities to ensure compliance with Board policies.
 - Serves as the liaison to the Student Advisory Committee (SAC) by attending its monthly meetings and annual retreats.
 - Serves as the liaison to the Council of Student Affairs Officials (CSAO) by attending monthly meetings and annual retreats.
 - Provides research and clarification on issues related to service areas.
- Coordinates the work of the Transfer and Articulation Council (TAAC) in implementing the Board's policies regarding transfer and articulation.
 - Makes recommendations for revising KBOR transfer and articulation policies as necessary.
 - Provides staff support for monthly meetings of the TAAC by assisting the co-chairs in developing agendas and the dissemination of materials.

- Convenes the annual Kansas Core Outcomes Groups (KCOG) Conferences to generate outcomes for new Systemwide Transfer (SWT) courses and review outcomes for current SWT courses.
 - Conducts thorough research on proposed new courses for SWT before the annual KCOG Conference to determine how courses currently transfer and evaluate appropriateness for including proposed courses for SWT.
 - Prepare a KCOG report for each new course and each reviewed course used for official approval of new and updated outcomes at the annual KCOG Conference.
 - Assist TAAC members in soliciting two faculty representatives to lead other faculty through the process of articulating outcomes for each new course and each reviewed course and provide all necessary documents before and after each KCOG Conference.
 - Prepare a report to the Board of new courses recommended by the TAAC for SWT from the annual KCOG Conference.
 - Communicate progress of SWT at monthly System Council of Chief Academic Officers meetings in coordination with TAAC members.
 - Correspond with Chief Academic Officers regarding any changes or revisions to courses approved for SWT to update the Transfer Kansas Portal.
 - Collaborate with Data, Research and Planning staff as necessary to utilize Kansas Higher Education Data System as the source for uploading course information to the Transfer Kansas Portal.
 - Review and update the Transfer and Articulation Council Procedures document annually, in coordination with the Core Outcomes Subcommittee of TAAC.
 - Create the annual Quality Assurance Transfer and Articulation Report for presentation at the KCOG Conference and to the Board of Academic Affairs Standing Committee each November.
 - Maintain and update the website links containing SWT information.
 - Request all Chief Academic Officers (CAO) to submit preliminary course information each May for the annual KCOG Conference.
 - Review and approve preliminary courses submitted by CAOs.
 - Request clarification from each university that does not submit a course for approved SWT courses.
- Coordinates the work of the Systemwide General Education Council (SWGEC) in implementing the Board's policies regarding the systemwide general education framework.
 - Make recommendations for revising KBOR general education policies as necessary.
 - Provide staff support for monthly meetings of the SWGEC by assisting the co-chairs in developing agendas and the dissemination of materials.
 - Correspond with Chief Academic Officers regarding any changes or revisions to courses approved for Systemwide General Education (SWGE) Master Course List (MCL).
 - Collaborate with Data, Research and Planning staff as necessary to ensure institutions properly enter courses into Program Inventory.
 - Review and update the SWGEC Procedures document annually, in coordination with KBOR groups such as TAAC.
 - Maintain and update the website links containing general education information.
 - Request all Chief Academic Officers (CAO) to annually submit Systemwide General Education (SWGE) Master Course List (MCL).
 - Ensure SWGEC reviews and verifies MCLs in timely manner.
 - Request clarification and seek solutions from each institution that does not receive verification.

- Coordinates the work of the Math Pathways, Systemwide math and English course placement, and corequisite developmental education.
 - Lead the Executive Implementation Teams (EITs) by coordinating one to two meetings per semester.
 - Provide staff support for monthly meetings of the Math Pathways Taskforce by assisting the co-chairs in developing agendas and the dissemination of materials.
 - Correspond with Chief Academic Officers regarding any changes or revisions to this work.
 - Provide affinity group support for advisors and registrars as directed by the Vice President for Academic Affairs.
- Assists the Vice President for Academic Affairs with:
 - Developing recommendations for new or revisions to the Board's academic policies and procedures.
 - Communicating Board policies to institutions.
 - Preparing agendas for the Council of Chief Academic Officers, the System Council of Chief Academic Officers, and the Board Academic Affairs Standing Committee.
 - Coordinating the development and communication of academic information and services on the KBOR web page.
 - Supporting work related to credit for prior learning, open educational resources, dual credit, reverse transfer, Teacher Education grants, and Apply Free Days.
- Performs other activities as assigned by the Vice President for Academic Affairs.

Required Qualifications:

- Five or more years of teaching and/or administrative experience in a postsecondary environment (college, university, community college or technical college).
- Demonstrated effectiveness as a collegial leader who successfully builds consensus.
- Demonstrated familiarity with current issues in higher education.
- Strong analytic, organizational, and communication (both written and oral) skills; ability to prioritize, take initiative, focus, and follow through to completion multiple projects.
- Strong interpersonal skills with the ability to establish positive interaction with a variety of people.
- Understanding and appreciation of all sectors and institutions represented in the Kansas public higher education system.
- Understanding of secondary educational system and transition of secondary students to higher education.
- Willingness to occasionally travel within and outside the state of Kansas.

Preferred Qualifications:

- Master's degree and/or earned doctorate from an accredited institution.
- Demonstrated capacity to deal with critical issues confronting higher education.
- Substantial teaching and/or administrative experience at a university.