

**Executive Director Academic Chairs' Council**  
**Position Description and Qualifications**  
**(taken from vacancy announcement in January 2004)**

**Position Description:** ACC is the voice and the ears of academics at NAU. Its task is to insure 1) that the leaders of all NAU academic departments are well-informed about campus developments that affect the institution's ability to deliver educational programs to its students; 2) that academic program leaders have the opportunity, through informed deliberation, to advise the NAU Administration on all aspects of academic policy and procedure; 3) that representatives of academic programs participate in institutional governance, and contribute to a culture of collaboration in the conduct of NAU's academic business; 4) that new department chairs are welcomed and integrated into an experienced and supportive cohort. The Executive Director promotes the successful operation of ACC through both regular and *ad hoc* activities, as detailed below:

1. Organize, chair, and report on monthly meetings of ACC. Organize special *ad hoc* meetings (such as presidential candidate interviews). Prepare guests for the "discussion rather than the presentation" format of ACC meetings.
2. Organize, chair, and report on yearly or semester ACC workshops. Discuss with key administrators possible topics and directions for discussion. Solicit and disseminate background information, in electronic form, ahead of time.
3. Organize, chair, and report on meetings of the Executive Committee for the purpose of setting ACC agendas and discussing appropriate ACC responses to current campus issues and developments.
4. Call *ad hoc* meetings of the Executive Committee when rapid response is essential.
5. Serve as ACC representative to the Council of Deans, and report to or from ACC, as needed, on items that come before that group. Speak out when COD raises issues on which ACC has a viewpoint and represent that viewpoint clearly and without slant.
6. Serve as ACC representative on the President's Cabinet. Represent ACC and foster the interests of academic programs through advocacy and information.
7. Serve as a conduit to and from ACC for all requests for information or for sharing information; screen requests for ACC access or meeting times.
8. Gather information regarding campus developments and insure that ACC remains informed as to matters impacting the delivery of academic programs. Arrange discussions with key "guests" at ACC meetings. Introduce ACC to new campus administrators and other important officials.
9. Represent or coordinate ACC representation for dealing with matters of concern to academic programs.
10. Represent ACC on an *ad hoc* basis (e.g. at visits by legislators).
11. Write, edit, and disseminate ACC position statements, recommendations, etc.

12. Serve as the liaison with officials of the Senate, Associate Deans Roundtable, and other campus groups sharing similar interest.

Qualifications:

1. Demonstrated service as a chair at Northern Arizona University within the past 20 years;
2. Demonstrated ability to clearly and persuasively represent a diverse constituency (such as the ACC) in a variety of venues and to a variety of audiences;
3. Demonstrated ability to frame complex issues in readily understandable terms;
4. A demonstrated clear understanding of both large and small scale University issues;
5. Demonstrated active participation in the life of the University; and
6. Although a historical perspective of the University is helpful it is not required.