



**VICE CHANCELLOR FOR ACADEMIC AFFAIRS
DUKE KUNSHAN UNIVERSITY**

Institution: Duke Kunshan University
Location: Kunshan, Jiangsu, China
Posting date: November 20, 2018
Deadline: December 31, 2018 or until position is filled
Type: Executive, Full-time

About Duke Kunshan University:

Duke Kunshan University is a partnership of Duke University, Wuhan University and the Municipality of Kunshan, China. The campus is located 37 miles west of Shanghai in Kunshan, which is connected to Shanghai via a 19-minute high-speed train.

A non-profit, joint-venture institution, Duke Kunshan University was granted accreditation approval by China's Ministry of Education (MOE) in September 2013 and welcomed its inaugural class of graduate students and undergraduate exchange students in August 2014. In August 2018, the university fully launched its four-year undergraduate degree program. The four-year bachelor's degree program is based in the liberal arts and sciences tradition that emphasizes critical thinking, creativity, collaboration and exploration.

As an international intellectual community that encourages diversity, openness and creative learning, Duke Kunshan University welcomes outstanding administrators and faculty from around the world who contribute diverse perspectives and experiences to this global learning and research environment. Duke Kunshan University is an Affirmative Action/Equal Opportunity Employer.

The university provides excellent compensation, benefits and start-up packages, which are comparable to those of U.S. institutions.

Position Summary:

The Vice Chancellor for Academic Affairs (VCAA) is the Chief Academic Officer at Duke Kunshan University. The VCAA works closely with the Executive Vice Chancellor and the Chancellor to provide strategic academic leadership and to ensure the highest quality of educational programs and research activities at Duke Kunshan University. The VCAA is responsible for recruitment of world-class faculty; faculty development and retention; and faculty appointment, promotion and tenure. The VCAA is also responsible for all academic and research-related university policies and procedures. The VCAA oversees all academic and related units that support the university's teaching and research mission.

Reports to:

The Executive Vice Chancellor, Duke Kunshan University

Essential Duties:

- Responsible for all academic programs consisting of undergraduate and graduate degree and non-degree programs, as well as research programs. The VCAA works closely with the Executive Vice Chancellor and the Chancellor to provide strategic leadership to these programs.

- Responsible for all academic and research-related university policies and procedures to ensure the highest academic standards and integrity.
- Works closely with the Provost and the Executive Vice Provost at Duke University to meet the accreditation requirements for Duke Kunshan University students' receiving Duke University degrees accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and to develop new programs.
- Works closely with the Vice Chancellor for Government Relations and others at Duke Kunshan University to ensure the degree requirements of the Chinese Ministry of Education (MOE) for the university's undergraduate degree students receiving a Duke Kunshan University degree.
- Works closely with relevant Wuhan University schools and offices on program development and new initiatives, MOE application for new undergraduate majors and new graduate programs, and recruiting visiting faculty from Wuhan University.
- Responsible for ensuring world-class and diverse faculty recruited internationally; faculty development and retention; and faculty appointment, promotion and tenure.
- Oversees all academic and related units to support the university's teaching and research mission, including research centers and institutes, the University library, Research Support, Center for Teaching and Learning, Registrar's office, Student Information Services and Systems, and Environmental Health and Safety.
- Works closely with operational units of Duke Kunshan University, including but not limited to Admissions and Financial Aid; Communications and Marketing; Development, Facilities and Operations; Finance; Human Resources; IT; Recruitment and Students Affairs.
- Responsible for all academic and research reports requested by the Jiangsu Education Department (JED), MOE and/or SACSCOC.

Qualifications:

The ideal candidate will possess the following qualifications:

- Ph.D. or other doctoral degree and at least 3-5 years of experience in academic administration in higher education institutions or the equivalent.
- Experience as a well-established and respected faculty member/scholar in a higher education institution.
- Institution builder and strategic leader who understands the challenges and opportunities in building a new university, who creatively and systematically creates and develops ways to improve the quality and visibility of the programs.
- Knowledge and experience in international universities, especially those associated with U.S. higher education institutions.
- Knowledge about the evolving nature of the global research landscape.
- Leader with a strategic thinking mind set, and at the same time who is also hands-on.

- Demonstrated commitment to innovation in the evolution and development of undergraduate and graduate programs.
- Team player who understands the value of collaboration and partnership in an academic setting.
- Experience with research and budget planning and management.
- Demonstrated competence in cross-cultural communications and the ability to work with faculty, students and staff in a multicultural setting.
- Knowledge of contemporary China and the Chinese higher education environment.

Application Process:

Confidential applications and nominations for the Vice Chancellor for Academic Affairs for Duke Kunshan University, as well as questions pertaining to the search process, should be sent to: <vcaasearch@dukekunshan.edu.cn>. Applications should include a cover letter and current CV; nominations should include contact information for the candidate, if known. Resumes will be reviewed as received.

Interested applicants are encouraged to apply as soon as possible.