



**SUNY  
CORNING**  
COMMUNITY COLLEGE



POSITION PROFILE

# **VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN OF THE FACULTY**

[www.corning-cc.edu](http://www.corning-cc.edu)



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# College Overview



SUNY Corning Community College (SUNY CCC), founded in 1957, offers certificates, associate degrees, micro-credentials, and non-credit courses in a variety of formats, including hybrid and online. It is one of two regional community colleges in the State University of New York (SUNY) system. The service area is comprised of Chemung, Schuyler, and Steuben Counties in the southern Finger Lakes region of New York and includes approximately 210,000 people. The College currently provides credit coursework for more than 4,200 students, serving around 40% through dual enrollment. New offerings at the College include an Educational Opportunity Program (EOP) and Prison Education Program. The two academic divisions deliver forty programs. The College has an operating budget of \$26 million. SUNY CCC is accredited by the Middle States Commission on Higher Education and is governed by a fourteen-member Regional Board of Trustees.

SUNY CCC's strong commitment to student success is evident in high standards, academic support, performance measurement, and innovation. SUNY CCC boasts the highest three-year graduation rate of any community college within the SUNY system. The faculty, staff, and administration work closely and cooperatively through a collegial governance system. The Vice President of Academic Affairs (VPAA) works closely with direct reports and also is accessible to faculty and staff as appropriate for initiatives. Equity and student success are priorities at all levels.

Current initiatives include building upon a Guided Pathways framework, from prospective student inquiry to graduation; new programming in STEAM and a STEAM Innovation Center; new state-of-the-art makerspace and mechatronics labs; additional healthcare programs; and incorporating energy retrofits to campus buildings, through a public/private partnership with Siemens, Inc. The College actively pursues grant opportunities for pedagogical innovation at the local, state, and federal level.





# Fast Facts



## Enrollment

Full-Time Students .....1,307  
Part-Time Students.....2,479  
Student-to-Faculty Ratio .....19:1

## Accreditation

Degree programs at SUNY Corning Community College are approved by the State University of New York and registered with the New York State Education Department. The College is accredited by the Middle States Commission on Higher Education and was reaccredited in 2024. The Nursing Program is accredited by the Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326. It may be contacted at 404-975-5000 for program information. SUNY CCC is fully accredited by the Veterans Administration for educational benefits to qualified veterans under existing applicable public laws. SUNY Corning is also accredited under Chapter 35, Title 38, U.S.C. (a program of educational aid for children, spouses, and survivors of veterans whose deaths or permanent total disabilities were a result of injuries or diseases received from their military service).





# Mission, Vision, Values



## Mission

Empower Our Students. Elevate Our Community.

## Vision

To be the educational heart of the community where all identities thrive, students reach new heights, and transformative partnerships grow.

## Values

- Equity
- Connectedness
- Exploration
- Collaboration
- Critical Thinking
- Creative Expression
- Grit





# Campus Profiles



**Spencer Hill Campus**  
1 Academic Drive in Corning, NY



**Academic and Workforce Development Center**  
318 Madison Avenue, Elmira NY



**Airport Corporate Park**  
360 Daniel Zenker Dr, Horseheads, NY



**Health Education Center**  
132 Denison Parkway East, Corning NY

The main campus of 550 acres is in a beautiful hilltop setting, with a grassy quad, several low mow areas seeded with native plants, and the Spencer Crest Nature and Research Center with diverse species of trees and wildlife as well as tranquil ponds, creating a setting for inspiration and reflection. Perry Hall offers an on-campus residential option for students. Notable academic spaces on main campus include the Digital Dome Theater, a 360-degree dome that provides amazing accessible voyages to audiences of all ages and interests; the Eileen Collins Observatory, with a one-tenth scale model of the Hale telescope at Mount Palomar; and two kilns, one a hybrid wood-fired ceramics and glass blowing kiln, developed in collaboration with the Corning Museum of Glass and an Anagama kiln, a Japanese-style wood-fired kiln.

Three additional locations are the technology facility at Airport Corporate Park in Big Flats, the Academic & Workforce Development Center in Elmira, which includes a welding facility and also houses community service partners; and the Health Education Center, a state-of-the-art complex in downtown Corning designed to serve the educational needs of aspiring healthcare professionals.



# About the Area



The scenic Southern Tier region of New York is the third largest tourist area in the state. The progressive communities support a strong educational system and promote clean and quiet neighborhoods where the residents genuinely care about each other. Corning has a vibrant downtown with restaurants, shops, and a central square with a frequently used stage and a small, scenic park along the Chemung River.

The area's attractions include the premium wineries and breweries of the Finger Lakes region, the New York State Park in Watkins Glen, and an international auto raceway. The Samuel L. Clemens Performing Arts Center, Corning Museum of Glass, Rockwell Museum, Glenn H Curtiss Museum, and Arnot Art Museum enhance cultural life in the region.

The region has a growing economy with many thriving businesses, including Corning Incorporated, a high technology Fortune 500 international company. SUNY CCC is a member of the I-86 Innovation Corridor, which helps to plan economic and industrial development initiatives in our community.



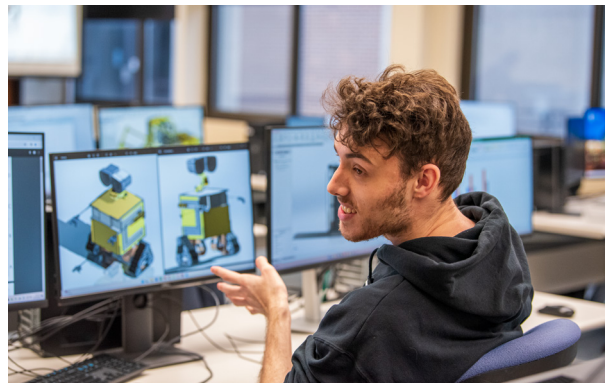


# Responsibilities



## Academic Affairs Leadership

- Leads the Academic Affairs team to formulate and propose policies, subject to presidential and trustee approval as needed, concerning all facets of academic affairs.
- Respond to regional workforce development needs by leading the faculty in establishing career and training programs.
- Maintain high quality standards of existing programs.
- Ensure support and resources for academic programs.
- Building external relationships supporting new collaborations and partnerships that support academic excellence, program integrations with local workforce needs, increasing student recruitment/enrollment/retention, and increasing resources for the College, especially through grants.
- Effectively communicates with other areas of the College and works with them to achieve institutional priorities.
- Annually reviews the academic program offerings to ensure they directly support the needs of the community and remain relevant to workforce and transfer needs.
- Oversees program review process and ensures adherence to high academic standards.
- Monitors the effectiveness of the program advisory boards in ensuring the currency of the academic curriculum.
- Manage fiscal resources for all instructional areas.
- Ensures compliance with academic policies, procedures, regulatory bodies accrediting agencies and collective bargaining agreements.





# Responsibilities



## Workforce Education Leadership

- Provide leadership and oversight of all aspects of Workforce Education, community and continuing education programs and services, credit and non-credit course offerings, facility management, assessment and evaluation, Prison Education Program, grant and fiscal management.
- Establish and maintain collaborative relationships with business, industry, and other community agencies and represent CCC on appropriate community boards and committees.
- Establish benchmarks and business plans to ensure Workforce Education matches community workforce needs and is a flexible, market-oriented, customer-focused operation.
- Keep current with workforce and job market statistics and serve as a resource for such information, for use in data-driven decisions and identifying employment trends and training opportunities, including corporate training to meet the employee development needs of regional businesses. Collaborate with funding sources to provide training funds to support this initiative.
- Supervise the maintenance of the College program offerings on the Eligible Training Provider List for both New York and Pennsylvania to allow the college to receive WIOA funding.

## Faculty Support

- Maintain a high standard of faculty performance and ability by celebrating the art and science of teaching.
- Fosters faculty development and engagement strategies that lead to innovative programs, curriculum, technology, pedagogy, and related initiatives.
- Makes promotion and tenure recommendations to the President and Board.
- Stimulate new teaching techniques on the part of faculty and initiate and conduct studies to improve the overall effectiveness of educational programs.
- Champion full-and part-time faculty development as an integral component of academic quality.



# Responsibilities



## Enrollment Management

- Work collaboratively with the VP and Dean of Student Development and Enrollment Management to implement the Strategic Enrollment Management Plan.
- Ensures that academic policies and practices (e.g. course scheduling, academic calendar) support enrollment goals.
- Work collaboratively with the VP of Student Affairs to ensure the growth of the individual student in a supportive environment.
- Work collaboratively with the VP of Student Affairs, Associate Deans, and appropriate committees to ensure an effective advising program, including the Academic Progress policy.

## Executive Leadership

- Serves on the President's leadership team and other committees (internal and external) and represents the President in a variety of settings as requested.
- Embodies the College's commitment to diversity, equity and inclusion through leadership and action.
- Advises the President for execution of the goals and mission of the college.
- Collaborates with counterparts in the SUNY system, as well as other education leaders in business and industry, the non-profit sector and K-12/post-secondary education.





# Requirements



## Minimum Qualifications

- Master's degree required;
- Five years of progressively responsible experience in the administration of academic programs
- Must be a demonstrated leader with a proven track record
- Experience in strategic and operational planning, budgeting and supervision of managers and their staffs

## Preferred Qualifications

- Ph.D./Ed.D
- More than five years of experience in academic administration and a minimum of three years of successful, full-time teaching, preferably in a community college setting.
- Experience working effectively within academic shared governance and collective bargaining environments

## Required Knowledge, Skills, and Abilities

- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Excellent writing and verbal skills.
- Attention to detail.
- Be highly organized with the ability to implement systems and follow-up processes;
- Ability to work effectively under pressure.
- Demonstrates commitment to accomplishing work in an ethical, efficient, and cost-effective manner.
- Ability to effectively convey information verbally and in writing, demonstrate effective listening skills, and display respect for and openness to other people's ideas and thoughts.
- Ability to accept changes to job requirements, policies, workload, etc., as well as learn new methods, procedures, or techniques resulting from change with the ability to clearly approach problems and find solutions.
- Demonstrates support for the College's goal of becoming a more diverse, inclusive, and culturally aware community and practicing anti-racist/biased behaviors.



# Application Process



The committee will commence reviewing applications immediately and will continue to accept applications until the position is filled. The appointed candidate is expected to assume the role in January 2025. All applications will be treated confidentially, and references will not be contacted without explicit consent from the applicant.

SUNY Corning Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational and employment opportunity and access to services, programs, and activities without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity, sexual orientation, pregnancy, predisposing genetic characteristics, military status, criminal conviction, or any other protected characteristic. Employees, students, applicants, or other members of the College community (including, but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

For Further Information Contact:  
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Telephone: 607-962-9229

[www.corning-cc.edu/about/employment](http://www.corning-cc.edu/about/employment)



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