




MEMORANDUM NO. 335

Series of 2024

TO: **Dr. Rotacio S. Gravoso**

RE: **Designation as Vice President for Academic Affairs**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 3, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Vice President for Academic Affairs**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assists the University President in the development, review and implementation of the university's academic policies, programs, regulations and strategic planning and execution continuum;
2. Supervises all matters relating to curriculum and instruction across the university, including degree program development and academic program reviews;
3. Guides the establishment of overall directions for the university's academic programs in accordance with its vision, mission, goals and objectives;
4. Provides strong, dynamic academic and administrative leadership, fosters a collegial environment which encourages scholarship, teaching, and learning excellence;
5. Works with the instructional staff in the development of the educational program, including the maintenance of standards and the evaluation of faculty;
6. Oversees the development and implementation of the strategic plan and execution continuum for academic affairs and assigns responsible units/offices/academic officials for its implementation;
7. Introduces development reforms and programs necessary for the improvement of instruction, curriculum, among others
8. Coordinates the planning, implementation and evaluation of the instructional programs and activities at all levels and in all colleges/units in the main and external campuses;
9. Spearheads in the review of recommendations for recruitment, selection and placement of faculty members, as well as implementation of the faculty development program of the university;
10. Spearheads in the preparation, review and approval of new curricular offerings, and revision/improvement of existing ones.

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11. Plans, in coordination with the College Deans, Department Heads and faculty, the schedule of classes and teaching load;
12. Provides leadership and oversight for enrollment management strategies, initiatives and efficiencies;
13. Provides oversight of assessment of Student Learning Outcomes and university-wide program accreditation both local and international;
14. Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community;
15. Provides innovative and successful academic leadership and vision in instruction and program development in basic skills, transfer, vocational, developmental and non-traditional programs;
16. Participates in the planning of new facilities for ensuring quality instruction;
17. Supervises the development and implementation of the University's flexible learning system, distance education/e-learning, community education, among others;
18. Endorses and recommends budget for instruction services as well as project proposals to the University President;
19. Completes other duties as may be assigned by the University President.

As Vice President, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **May 6, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	Cash
	OVPAF	Registrar
	OVPPRGAS	ODF/Budget
	OVPREI	ODHRM/RSPPRO
	OVPASAS	OHIA
	OUS	Accounting
	Deans	COA
	Directors	
	Records	
	File	