

## **DEAN OF PLANNING AND INSTITUTIONAL EFFECTIVENESS**

### **GENERAL STATEMENT:**

Provides leadership and management in the areas of planning, institutional effectiveness, institutional accreditations, institutional research, outcomes assessment, and other student learning outcomes.

### **REPORTS TO:**

Vice President of Instruction

### **OCCUPATIONAL GROUP:**

Administration

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree; Doctorate preferred in education with emphasis in community college studies.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years experience working in an institutional effectiveness office in a similar setting at a two or four year college or university. Experience in planning research preferred. Demonstrated skills in oral and written communication and human relations skills required. Must have the ability to relate to and work with a diverse group of individuals.

#### **OTHER:**

Knowledge of planning and outcomes assessment, statistics and computer statistical packages, research methods, quality enhancement processes, SACS and other accreditation issues, Texas Higher Education Coordinating Board and Legislative Budget Board policies and procedures relating to institutional effectiveness and performance measures. Possess management and leadership ability skills necessary to effectively direct a comprehensive institutional effectiveness and research program.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for IPEDS reporting; and other reports as assigned; establishes, maintains, monitors and reports upon all strategic planning and evaluation activities in order to ensure that appropriate measures are in place and being utilized for the continuous improvement of the College.
- Supervise College efforts in institutional effectiveness by coordinating with the vice presidents and deans of the College's mission and purpose, goals and objectives, strategic planning and outcomes assessment in order to ensure integrated planning and assessment across the three areas of the college.
- Maintain an institutional effectiveness website that contains procedures, goals and objectives and explanations of the quality enhancement process. Coordinates closely with the Vice President of Instruction, who serves as liaison with the Southern Association of Colleges and Schools (SACS), to ensure adherence to SACS criteria for accreditation. Monitors all College accreditation efforts.
- Responsible for supervising institutional research activities, including but not limited to, student outcomes institutional reports, LBB' Performance Measures, liaison with the institutional effectiveness office of the Texas Higher Education Coordinating Board, and the TVCC Fact Book.
- Assist in the preparation of budgets under the administrative function of the office.

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- Supervise institutional research associate, public information officer, graphic artist and other personnel as may be assigned.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 12/13/04*

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