

**ASSISTANT VICE PRESIDENT OF INSTITUTIONAL PLANNING,  
RESEARCH, AND EFFECTIVENESS**

**GENERAL STATEMENT:**

The Assistant Vice President for Institutional Planning, Research, and Effectiveness provides leadership for the institution-wide strategic planning, institutional effectiveness, outcomes assessment, institutional research, and the planning, implementation, and assessment of the Learning Initiative (QEP).

**REPORTS TO:**

Vice President of Instruction (Reports to the President for Planning Function)

**OCCUPATIONAL GROUP:**

Administration

**FLSA:** Exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

Master's degree with a minimum of eighteen (18) graduate hours in a teaching field required.

**LICENSE OR  
CERTIFICATION:**

None

**EXPERIENCE:**

Minimum of five (5) years community college experience required. College teaching experience preferred. Experience in institutional effectiveness, and research is preferred.

**OTHER:**

Ability to lead the institution in a successful strategic planning process for the enhancement of student learning. Knowledge of planning and outcomes assessment, as well as quality enhancement processes.

**DUTIES AND RESPONSIBILITIES:**

- Establishes, monitors and report all strategic planning and evaluation activities of the College to ensure appropriate measures are in place and utilized for the continuous improvement of the College.
- Supervise and coordinate College efforts in institutional effectiveness (IE), institutional research (IR), the College's mission and purpose, goals and objectives, and strategic planning and outcomes assessment, integrating planning and assessment across the College. Provide oversight of these functions and the Student Success Center (SSC).
- Provide supervision of the Student Success Center Coordinator, the Director of Institutional Research, and an Administrative Assistant.
- Responsible for the development, implementation, evaluation, and enhancement of TVCC's Quality Enhancement Plan (QEP).

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- Coordinate faculty development, student learning outcomes and faculty/staff learning enhancement efforts covered in the QEP.
- Direct communications to the campus community and other stakeholders regarding the QEP, Planning, IE, and IR
- Make recommendations regarding curricular revisions/enhancements to improve student-learning outcomes.
- Development of oversight of the Administrative Outcomes and Learning Enhancement Annual Plans as reported annually to the Vice President of Instruction.
- Generate the departmental budget, timeline, learning outcomes, and administrative outcomes.
- Developing the official Reports and any necessary follow-up reports for submission to the Southern Association of Colleges and Schools (SACS).
- Serve as a member of the College Council, Executive Cabinet, and the Committee on College Planning and Chair the Learning Initiative Council and Strategic Planning Committee.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment
- Some travel required.

*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.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*All TVCC positions are security sensitive and require a criminal background check.*

Approved: 8/31/09

Revised: 8/11/09

JD361