

**ASSOCIATE DEAN**  
**RESEARCH, INSTITUTIONAL EFFECTIVENESS & PLANNING**  
**JOB DESCRIPTION – ACADEMIC ADMINISTRATIVE**

**GENERAL RESPONSIBILITY**

Under direction of the President, the Associate Dean of Research, Institutional Effectiveness and Planning provides leadership in college-wide planning, assessment, accreditation and research activities to positively impact student outcomes and overall institutional effectiveness. Promotes excellence through the integration of strategic planning, systematic institutional evaluation and assessment, and qualitative and quantitative research to support college decision making.

**REPRESENTATIVE DUTIES**

Coordinate strategic planning processes that integrate program review, unit planning, divisional planning and college-wide planning to establish annual and long-range goals. Direct research and analysis including, but not limited to: environmental scans, analysis of enrollment data and trends, systematic institutional assessment and evaluation, labor market analysis, and performance reports. Contribute to college-wide institutional effectiveness by providing data on Student Learning Outcomes, Institutional Effectiveness Outcomes, statistics, trends and comparisons. Collaborate with faculty and staff to support the teaching/learning process. Collect, analyze, interpret, and disseminate data related to student outcome measures, academic program review, planning, and institutional effectiveness. Work collaboratively with all Vice Presidents and their respective areas in the development methodology for compiling, analyzing, documenting and reporting student learning outcome and assessment data; serve as resource person to faculty, staff, and/or governance committees; assist in developing assessments for student learning outcomes and work with college leaders to develop, refine and enhance institutional effectiveness. Serve on college/district committees as assigned. Perform related duties as assigned. Serve as liaison and resource to the college accreditation process, program accreditation processes, compliance program reviews and the biennial review of vocational programs. Provide comprehensive reporting and analysis on institutional effectiveness. Develop systems and procedures to expand and improve the college's ability to access and analyze information. Assures the organization, management, implementation, and evaluation of the operations and activities of the assigned programs and services.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the President.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess a master's degree and a minimum of three years of formal training, internship, or leadership experience reasonably related to this administrative assignment.

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**RESEARCH, INSTITUTIONAL EFFECTIVENESS & PLANNING (cont'd)**  
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**Desirable Qualifications**

Experience with:

- Applied research methodology in a community college or other educational setting
- Qualitative and quantitative research techniques, statistical analysis and information systems
- Institutional effectiveness processes, survey design and implementation, assessment methods and benchmarking tools
- Developing and implementing strategic planning processes
- ACCJC Accreditation Standards and with preparing college self-evaluation reports
- Student learning outcomes and assessment
- Familiarity and Experience with the California Community College Chancellor's Office's Scorecard
- Appropriate application of statistical analysis including software packages (SPSS, SAS, etc.)
- Databases commonly used in research (MIS, IPEDS, National Student Clearinghouse, etc.)

**Required Skills:** Excellent written and verbal communication skills; ability to effectively supervise staff, prevent and resolve conflicts and problems, build consensus and organize programs and services to meet changing needs.

**Board Approved: August 14, 2023**