

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean, Institutional Effectiveness

BASIC FUNCTION: Under the supervision of the Vice President of Academic Affairs, the Dean of Institutional Effectiveness provides dynamic and effective leadership for college-wide research activities, assessment of student learning and institutional outcomes, planning, accreditation, enrollment management, basic skills, and other activities directly impacting institutional effectiveness at the College; Analyzes data using sound research methods and statistical procedures involving descriptive, inferential, regression, and categorical analyses; Leads college's participation in state and national databases including Community College Survey of Student Engagement (CCSSE), Accountability Reporting for Community Colleges (ARCC), and other similar activities.

SUPERVISORY RESPONSIBILITIES: Supervises and directs all assigned staff.

REPRESENTATIVE DUTIES:

1. Provides leadership for all research projects including selection of research design and instruments, implementation of data gathering methods, statistical analysis, and reporting results in written and oral forms.
2. Guides the college's development and implementation of assessment of student learning including course, program, and institutional-level outcomes.
3. Collaborates with faculty in planning and reviewing; interpreting and researching needs and findings; conducting educational and student service planning, review, and research.
4. Initiates, designs and conducts research to assess the effectiveness of student success initiatives including acceleration of basic skills remediation, articulation efforts between K-12 & 4-year segments, alternative placement processes, and alternative instructional methods (e.g., supplemental instruction, in-class tutors, learning communities.)
5. Advises president and other members of executive cabinet on uses of institutional data for decision making and planning purposes.
6. Provides technical assistance to faculty in identifying and measuring course- and program-level student learning outcomes.
7. Maintains archival evidence of student learning outcomes measurements and improvements to courses and programs made as a result of these measurements.
8. Manages and oversees budgets related to basic skills and institutional effectiveness areas; authorizes expenditures and writes year-end accountability reports as necessary.
9. Coordinates the process of enrollment planning and provides needed information and analysis to faculty, chairs, and administrators to assist in improved information and setting of educational priorities for institutional effectiveness, including FTEF/FTES analysis, student outcome measures, and institutional and student services process measures.
10. Designs and reviews surveys and other data collection instruments using guidelines for validity and sound survey construction in research, assessment, and planning endeavors.

11. Oversees content analysis of focus groups and other qualitative measures for the purposes of improved institutional effectiveness.
12. Plans, coordinates, and implements the evaluation of the Learning Resource Center Operations, Instructional Grants including Title III & Title V grants, and Basic Skills/Student Success Initiatives.
13. Evaluates the effectiveness of the college's program review, assessment, and planning processes including the standing committees of the Academic Senate.
14. Oversees the validation of placement testing, course advisories, co-requisites, prerequisites, and disproportionate impact analysis for common departmental finals.
15. Generate all reports as outlined in the College's Strategic Planning Policies including evaluation report, bi-annual accreditation report, planning councils survey report, open dialogue executive summary, and other ad hoc reports as needed for strategic planning and accreditation.
16. Provides training to faculty, staff, and administrators on best practices in data gathering and use of results in establishing meaningful assessment and evaluation of their program areas.
17. Leads or serves on college committees to better address increased institutional effectiveness, including Assessment Committee, Student Success Committee, Institutional Strategic Planning Committee, Program Review Committee, Institutional Review Board (IRB) and any accreditation sub-committee as needed.
18. Designs and develops research and/or program evaluation plans detailing compliance with grant objectives, state and federal legislation, basic skills initiatives, and ACCJC/accreditation requirements, including but not limited to, mid-year and end-year reports, budgets, and other reports as required by the grant, the state, the federal government, ACCJC, or requested by administration.
19. Leads and develops a college culture of data-guided decision making related to program review and resource allocation, strategic planning, program development, and student services.
20. Participates in campus and district activities and committees.
21. Participates in local, regional, and state, and national activities to promote the interests of the College and Riverside Community College District.
22. Serves as a member of the Management Leadership Association.
23. Maintains an understanding and working knowledge of current ideas, research and practices related to the areas of responsibility for this position, through continued study and participation in professional organizations.
24. Performs other related responsibilities as may be assigned.

EDUCATION: A master's degree from an accredited institution in social sciences, education (concentration in research preferred), or a related field is required; doctorate is preferred.

EXPERIENCE: Minimum of four years' experience in an institutional research, planning or assessment capacity. Minimum of one year administrative experience required. Strong analytical skills required. Experience teaching at the community college level is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF: Principles of social science research design; accepted practices of student learning outcomes definition and measurement; appropriate application of statistical analysis including software packages (SPSS, SAS, etc.); databases commonly used in research (MIS, IPEDS, National Student Clearinghouse, etc.)

ABILITY TO: Enlist and secure the cooperation and participation of faculty members over whom the position exercises limited formal supervisory authority; understanding of the principles of shared governance.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Primarily academic faculty, classified staff, management personnel, outside educational institutions, various communities, and occasional student contact.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.