GENERIC POSITION DESCRIPTION

DEAN OF PLANNING, RESEARCH, INNOVATION, AND EFFECTIVENESS
An Academic Administrative Position (Exempt Status)
Grade AD – Salary Schedule 20

A. *General Statement*

The position is responsible to the President and serves as the college administrator responsible for planning, developing and conducting institutional planning, assessment, and evaluation of institutional effectiveness. The position is responsible for developing and executing a sustainable strategy for the overall college innovation vision that supports student success and institutional effectiveness, and that enables the college to respond rapidly to changes in the external environment. The position oversees and implements planning and institutional effectiveness activities to positively impact student outcomes; oversees and coordinates implementation of the college Strategic Goals and Initiatives and the Educational Master Plan and provides leadership in other major planning and strategic innovation efforts. In addition, the position is responsible for the conceptualization, design, execution, and coordination of research at the college level to support the planning and evaluation of all programs and services through the continuing assessment of student needs and analysis of student outcomes and for providing information and strategic direction that will assist the college in improving student success. The Dean will be joining a leadership team that is expected to uphold values of social justice and equity, and be committed to a "Students First" philosophy.

B. *Duties and Responsibilities*

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Oversee the ongoing development and implementation of the college Strategic Goals and Initiatives in alignment with the SMCCCD Strategic Plan, by ensuring the development of strategic priorities, meaningful objectives, assessment, and consistently reporting the outcomes of evaluation activities
2. Provide leadership in the development of policies and procedures for planning, assessment, research, innovation, and institutional effectiveness
3. Provide leadership and direction for PRIE faculty and staff
4. Manage assigned budget for the PRIE office
5. Coordinate a systematic and integrated institutional planning process that is aligned with accreditation, the District Strategic Plan, the college Strategic Goals and Initiatives and the Educational Master Plan, and other planning processes
6. Compile, analyze, and maintain statistical and other data for reports related to institutional effectiveness including: student equity, enrollment, demographics, productivity, student success, retention, persistence and transfer rates, and provide college level reports as assigned; coordinate

timely responses to surveys and reports required by external agencies and other ongoing college efforts to measure its effectiveness

7. Provide consultation, support, and technical assistance on specific research and grant projects for divisions, departments, programs, governance committees, and individual faculty, staff, managers, and administration

8. Collaborate with District Information Technology Services Department, the District Planning and Research Council, and the District Planning, Research, and Institutional Effectiveness (PRIE) Office

9. Supervise and evaluate college PRIE office staff; delegate assignments when appropriate.

10. Design overarching plans for implementing strategic innovations and initiatives, as well as provide support for college units to design and deploy innovative strategies.

11. Serve as key emergency prevention, preparedness, and response personnel as assigned.

12. Serve on state, District, and college committees and councils as designated by the college President

Research

13. Provide leadership in establishing research priorities based on college goals and initiatives

14. Develop, review, and report on measures of institutional effectiveness and outcomes

15. Coordinate with relevant college and District stakeholders to ensure data integrity and effective reporting functions

16. Specify measures of institutional and program effectiveness (working with college administration)

17. Facilitate a culture of data inquiry based on timely, focused, and accurate information from multiple data sources

18. Keep abreast of national and state institutional effectiveness practices by participating in conferences and professional organizations

Innovation

19. Serve as a thought leader and advisor to the President by identifying innovative programs and practices that provide the college opportunities to impact student learning, success, and completion

20. Research and review opportunities with external constituencies as related to furthering the strategic goals of the college and make recommendations to appropriate college stakeholders as to the viability of these opportunities

21. Work collaboratively with college stakeholders to prioritize and incubate innovative programs and initiatives

Assessment

22. Provide leadership in sustaining an assessment infrastructure for regular, ongoing meaningful assessment that is integrated in to planning, and advocate for resources to implement

23. Coordinate program review, providing support for college employees to engage in a concerted self-evaluation to generate a responsive, viable yet visionary plan.

24. Provide leadership in the design, implementation, and analysis of student satisfaction surveys, campus climate and (in collaboration with the District Research Office) community surveys

25. Provide leadership in academic, support, and administrative assessment efforts

Accreditation

26. Act as the Accreditation Liaison Officer and coordinate continuing institutional self-evaluation scheduling and logistics in preparation for accreditation review; manage response efforts as required by the Accreditation Commission; compile and submit accreditation update reports

27. Provide leadership in the preparation and the development of responses to ACCJC (accreditation) related to the reaffirmation of accreditation

28. Perform other related duties as assigned

C. Requirements

- Master's degree or above or the equivalent
- One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment which may or may not be concurrent with the required full-time service **OR** possession of a California Community College Supervisor Credential
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Proficiency with contemporary softwares and platforms that facilitate planning and research

D. Physical/Other Requirements

This classification requires the ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects weighing 35 pounds or less, work at a computer, including viewing a monitor for various lengths of time, repetitive use of keyboard, mouse, or other control device, dexterity of hands and fingers to operate keyboard and mouse, hearing and speaking to communicate and provide information to others and ability to operate a motor vehicle in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Successful work experience demonstrating leadership, research experience, and knowledge of planning, research, and assessment activities in a college or university, or closely related setting
2. Formal education or training in research, assessment and/or planning, particularly related to higher education
3. Knowledge of electronic and print research resources relative to educational research
4. Knowledge of computer software available for various research, tracking, reporting, and documentation activities
5. Skill in research and strategic planning technology and methodologies, including facilitation of group planning activities
6. Skill in establishing and maintaining effective educational and planning partnerships
7. Skill in oral communication, including persuasive communication and public speaking
8. Skill in written communication, including ACCJC and other formal report composition
9. Skill in conducting comprehensive research on a variety of topic areas, particularly related to education
10. Skill in respectful and sensitive communication with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
11. Ability to supervise, manage, and evaluate staff
12. Ability to work effectively as part of a team

(8/2018)