



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

VICE PRESIDENT OF PLANNING, RESEARCH, AND INSTITUTIONAL EFFECTIVENESS

An Administrative Position (Exempt Status)
Grade AB

A. General Statement

The Vice President of Planning, Research, and Institutional Effectiveness (PRIE) position is a part of the Chancellor's team and has overall responsibility for the coordination of planning and research for the District. The District encourages a learning organization that focuses on access and student success and fosters a "culture of inquiry." The District is known for developing effective approaches to serving the varied interests and needs of the community and for promoting a student-centered culture. The Vice President of Planning, Research, and Institutional Effectiveness reports directly to the Vice-Chancellor for Educational Services & Planning. The Vice President will provide overall coordination in the planning, development and implementation of the planning and research agenda of the District, in support of the District Strategic Plan, including the areas of research and evaluation, strategic planning, workforce and economic development, instructional and student support programs.

B. Duties & 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. Provides overall leadership in the District for strategic planning and research in support of the District Strategic Plan and its focus on social justice and equity.
2. Provide support for instructional and student service program development, alignment, and evaluation.
3. Coordinates the planning, research and institutional effectiveness agenda of the District in collaboration with the College Vice Presidents, Deans of PRIE, senior staff, college administrators, and the appropriate governance groups.
4. Develops and manages the budget for the Office of Planning, Research, and Institutional Effectiveness (PRIE).
5. Works with the Vice Chancellors, College Vice Presidents, and other senior administrators on District-wide issues and initiatives.
6. Supports the completion of District reports for federal, state, and local agencies.
7. Coordinates District research functions and chairs the District Planning and Research Council.
8. Coordinates District grant development in support of instructional and student support programs.
9. Recommends to the Vice Chancellor and others as appropriate changes in organization and operating policies and procedures that affect District planning and research.
10. Collaborates with the District Information Technology Services (ITS) Department, the District Planning and Research Council and the College Planning, Research, and Institutional Effectiveness (PRIE) Offices.

Vice President of Planning, Research, and Institutional Effectiveness (PRIE)

11. Attends meetings of the Board of Trustees and serves on District committees.
12. Serves as a member of the Chancellor's Council and the District Vice Presidents Council.
13. Serves as liaison between district-wide planning, research, student services and instructional committees, e.g. SSSP Committee.
14. Provides support for the Colleges to design and scale innovative strategies. Design overarching plans for implementing strategic innovations and initiatives.
15. Performs other duties as assigned by the Vice Chancellor.

C. Knowledge, Skills & Abilities

1. Knowledge and experience in strategic planning and research in support of the development and effectiveness of instructional and student support programs.
2. Recent experience working with racially minoritized and other disproportionately- impacted students and an understanding of how historical patterns of exclusion of these groups within higher education shape patterns of participation and outcomes.
3. Understanding of effective practices for engaging African-American, Latinx, Filipino, and Pacific-Islander students, who are historically underrepresented and underserved in traditional classrooms.
4. Experience in program evaluation, technical report preparation and presentation to diverse constituent groups.
5. Familiarity with Title V and other California community college laws, rules, and regulations.
6. Ability to use data, disaggregated, to inform and support instructional and student support efforts, create narrative, and inform decision making.
7. Knowledge of educational equity in theory and practice
8. Management level experience in areas such as policy analysis, interpretation of laws and regulations relating to instructional and student support program development and evaluation.
9. Demonstrated skills in written and oral communication, particularly with public and government agencies, and the use of computer software such as word processing and spreadsheets.
10. Ability to work in an academic environment with understanding of the traditional processes related to shared governance, as well as valuing employee and student diversity

D. Physical/Other Requirements

This classification requires data analysis and comparison; attention to detail; interactions with a variety of people simultaneously; accurate work under deadline pressure; persuasive communication, tact, patience, visual comparison; confrontation; flexibility, adaptability; alternating sitting, standing; and driving a motor vehicle to off-campus sites, in order to perform the essential functions.

E. Minimum Qualifications

1. Possession of a Master's degree or above or the equivalent
2. At least three years of full-time managerial experience related to the administrative assignment
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff
4. Demonstrated knowledge of the implications of the Hispanic-Serving Institution designation for institutional, departmental and instructional practices