

College of the Redwoods	Position Description
Position: Dean of Planning, Research, and Institutional Effectiveness	Position Number:
Department:	FLSA: Exempt
Reports to: President	Salary Grade: 130

## **Summary**

Under the direction of the President, the Dean of Institutional Effectiveness, Research, and Accreditation plans, organizes, directs, and integrates operations of institutional research, planning, assessment, and quality assurance. Serves as the District's Accreditation Liaison Officer (ALO), providing leadership for evidence management, standards coordination, and institutional training related to accreditation processes and continuous improvement. The Dean oversees institutional research and reporting systems to ensure accurate, timely submission of state and federal reports (including IPEDS and Chancellor's Office MIS) and provides data-driven analysis to support strategic planning, program review, resource allocation, and budgeting. The Dean serves as a strategic partner to the President and senior leadership by providing expert research, evaluation, and guidance to support institutional planning. The position ensures integration among planning, assessment, program review, and resource allocation in support of the District's mission and goals.

## **Essential Duties and Responsibilities**

### **1. Institutional Research & Data Analytics**

- Oversee the Office of Institutional Research and supervise related staff.
- Design, maintain, and manipulate databases and information systems for research, planning, reporting, and institutional accountability.
- Manage large datasets; extract data from student information systems using reporting/query tools; troubleshoot data integrity issues.
- Conduct applied research, statistical analyses, benchmarking, and modeling to support enrollment management, program review, assessment, and strategic decision-making.
- Respond to internal and external information requests and prepare clear, complex reports, presentations, and empirical findings for diverse audiences.
- Direct or perform studies for District, state, and federal accountability measures; assure accuracy and integrity submission of all state and federal reports, including IPEDS and MIS.

### **2. Planning, Assessment & Program Review**

- Lead development, implementation, and coordination of integrated planning, assessment, and evaluation systems across the institution.
- Coordinate institutional strategic planning processes and master planning calendar; monitor and support implementation of Education Master Plan, Enrollment Management goals, and annual goals.
- Supervise and coordinate program review processes and the development/maintenance of program-level and college-level student learning outcomes (CLO/PLO/ILOs) assessment activities (section, course, program, institution levels).
- Ensure results of program review and assessment are used to inform continuous improvement, drive institutional planning, and directly link to resource allocation and budgeting processes.
- Utilize assessment results to inform improvements in instruction, student services, and operational programs. Collaborate with departments and divisions to ensure alignment between assessment results and District priorities.

### **3. Accreditation, Quality Assurance & Compliance**

- Serve as the Accreditation Liaison Officer (ALO) and lead and coordinate ongoing accreditation activities and continuous improvement efforts.
- Evaluate programs and services for compliance with accreditation standards; lead documentation and data archival to meet accreditation requirements.
- Oversee institutional reporting to accrediting agencies and other external constituencies.
- Ensure institutional policies and processes meet state, federal, and accreditor requirements.

### **4. Institutional Data Systems and Reporting Tools**

- Provide administrative oversight of institutional data systems and reporting tools that support research, planning and accreditation.
- Coordinate implementation of data collection methodologies and archival processes; ensure data systems support long-term tracking, trend analysis, and compliance reporting.
- Collaborate with IT, IS and other departments to maintain secure, efficient, and accessible institutional data environments.

### **5. Leadership, Supervision & Administration**

- Provide leadership, continuous improvement, and coordination for planning, research, evaluation, and quality assurance processes.
- Direct the performance of assigned employees: hire, supervise, evaluate, and oversee work assignments.
- Facilitate and coordinate collaborative efforts across divisions and departments to align planning, evaluation, and resource allocation.
- Provide expertise and program management for strategic initiatives out of the President's Office.

### **6. Other duties as assigned.**

#### **Qualifications**

##### **Knowledge**

- Institutional research methods and practices, measurement and qualitative methods.
- Data collection methods, student information systems, FERPA, research design, sampling, data analysis, and report preparation.
- Student learning outcomes assessment and measures of institutional effectiveness.
- Database design and related software applications for analysis and reporting.
- Best practices in continuous quality improvement, planning, and institutional accreditation processes.
- Ability to prepare professional reports, proposals, and federal/state/institutional accountability documentation (e.g., IPEDS).

**Abilities**

- Apply, interpret, and draw conclusions from advanced statistical concepts; design applied research studies.
- Extract and manipulate data from complex information systems; design algorithms and models to solve multi-variable problems.
- Direct and facilitate development, implementation, and evaluation of institutional assessment programs.
- Understand, interpret, and apply District and State laws, regulations, policies, and guidelines governing community college operations.
- Present complex findings and recommendations to audiences with diverse backgrounds; work productively with stakeholders.

**Physical Abilities**

Work is primarily sedentary and performed indoors with minimal safety considerations. Requires ability for prolonged desk work, manual dexterity for computer use, near visual acuity, and verbal communication skills to present to groups.

**Education and Experience**

A master's degree and a minimum of four years of experience in research and planning.

**Licenses and Certificates**

Valid drivers license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.