



Approved by the Board of Trustees on March 10, 2026  
FLSA: Exempt

## **ASSOCIATE VICE PRESIDENT, RESEARCH, PLANNING, AND INSTITUTIONAL EFFECTIVENESS**

### **DEFINITION**

Under general direction of the Superintendent/President or designee, the Associate Vice President of Research, Planning, and Institutional Effectiveness serves as a member of the President's Cabinet and executive leadership team.

This position provides strategic leadership and administrative oversight for college-wide institutional research, planning, assessment, accreditation support, and institutional effectiveness functions. The Associate Vice President ensures the effective collection, analysis, interpretation, and dissemination of institutional data to support evidence-based decision-making, continuous improvement, and compliance with local, state, and federal accountability requirements.

The incumbent leads integrated institutional planning processes aligned with accreditation, program review, student learning outcomes, student equity initiatives, and the District's Strategic, Educational, and Facilities Master Plans. The position also directs the development and governance of institutional data systems, reporting solutions, dashboards, and data standards.

This is an executive management position requiring independent judgment, high-level analytical expertise, confidentiality, collaboration, and the ability to lead in a complex, fast-paced environment.

### **SUPERVISION RECEIVED AND EXERCISED**

Under the general direction of the Superintendent/President or designee, the Associate Vice President provides direct supervision over management, professional, technical, and classified staff, including hiring, training, evaluation, and professional development.

### **CLASS CHARACTERISTICS**

This executive level classification is responsible for managing the District's institutional research, planning, accreditation, and institutional effectiveness functions. The incumbent serves as the District's subject matter expert in research methodology, statistical analysis, accountability reporting, data governance, and performance measurement systems. The position serves as a key member of the President's Cabinet and participates in district-wide decision-making, policy development, and strategic planning initiatives.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develop and manage a comprehensive, college-wide institutional research agenda; coordinate priorities with campus leadership; and maintain systems to track research requests and outcomes.
- Lead integrated institutional planning processes aligned with accreditation, strategic planning, enrollment management, fiscal planning, student equity goals, and educational and facilities master planning.

- Serve as or support the Accreditation Liaison Officer (ALO); lead Accrediting Commission for Community and Junior Colleges (ACCJC) compliance activities, including institutional self-evaluation reports, annual reports, substantive change proposals, and follow-up reports.
- Develop and implement institutional effectiveness metrics, including key performance indicators (KPIs), baseline measures, and continuous improvement frameworks at the institutional and program levels.
- Oversee data collection, validation, and reporting related to the California Student-Centered Funding Formula (SCFF); conduct enrollment and revenue modeling to support fiscal and enrollment planning.
- Design and conduct disaggregated research to identify disparities in student access and success outcomes; support Student Equity and Achievement (SEA) planning and Guided Pathways data integration.
- Conduct quantitative and qualitative research, including survey design, statistical analysis, trend evaluation, and institutional performance studies.
- Prepare and present comprehensive reports, dashboards, and analyses for executive leadership, the Governing Board, external agencies, and the public.
- Ensure accurate and timely submission of required state and federal reports, including CCCCCO, MIS, IPEDS, National Student Clearing House, and other mandated reporting.
- Establish and oversee data governance practices, including data definitions, documentation standards, and maintenance of a Data Element Dictionary.
- Direct development and enhancement of institutional databases, reporting systems, and visualization tools; oversee system upgrades and data integrity processes.
- Provide training and technical assistance to faculty, staff, and administrators in the interpretation and effective use of data for planning and improvement.
- Serve as a subject matter expert in research methodologies, statistical software, and business intelligence tools; ensure institutional data is accessible and actionable.
- Provide oversight for Institutional Review Board (IRB) processes and related compliance requirements.
- Develop and administer the department budget; supervise, evaluate, and mentor assigned personnel.
- Maintain awareness of emerging trends and best practices in institutional research, planning, accreditation, and analytics, including artificial intelligence applications.
- Ensures staff observe and comply with all District and mandated safety rules, regulations and protocols.
- Perform other duties within the scope of the classification as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Mission and structure of the California Community Colleges system.
- California Student-Centered Funding Formula (SCFF).
- ACCJC accreditation standards and processes.
- CCCCCO reporting systems, including MIS, DataMart, Launchboard, ARCC, and IPEDS.
- Participatory governance principles under California Education Code.
- FERPA and student data privacy regulations.
- Institutional research methods, including quantitative and qualitative analysis.
- Statistical analysis and interpretation of findings.
- Institutional planning, assessment, and program review processes.

- Applicable federal, state, and local laws and regulations.
- Database design, enterprise data systems, and data governance practices.
- Technical report writing and data visualization best practices.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- District and mandated safety rules, regulations and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.

**Ability to:**

- Plan, organize, and direct comprehensive institutional research and planning functions.
- Develop integrated planning and assessment systems aligned with accreditation standards.
- Experience preparing and presenting reports to executive leadership, governing boards, and public audiences.
- Analyze complex institutional data and translate findings into actionable recommendations.
- Communicate clearly and effectively, both orally and in writing.
- Present technical information to diverse audiences in understandable terms.
- Apply appropriate statistical and analytical methodologies.
- Build consensus and collaborate effectively across divisions.
- Manage multiple priorities and meet deadlines in a fast-paced environment.
- Supervise and develop professional staff.
- Learn and apply emerging technologies and analytical tools.
- Work effectively with diverse campus and community populations.
- Present complex or sensitive institutional findings with professionalism and composure.
- Lead and supervise professional staff in a complex organizational environment.
- Effectively represent the Office and the District in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Education:

- Master's degree from an accredited institution in student services, higher education administration, educational research, statistics, data science, social sciences, public policy, or a closely related field.

Experience:

- Three (3) to Five (5) years of progressively responsible experience in institutional research, planning, or institutional effectiveness in a higher education setting, including supervisory experience.
- Experience supporting institutional planning, assessment, accreditation, and accountability reporting.
- Proficiency with spreadsheets, statistical software, database systems, ERP/SIS systems, (e.g., Ellucian Colleague), and data visualization tools (e.g., Power BI, Tableau).
- Knowledge of state and federal reporting systems and regulatory compliance requirements.

Desirable Qualifications:

- Experience within the California Community College system, including knowledge of Title 5 regulations, participatory governance, categorical funding, and collective bargaining environments.
- Experience serving as or supporting an Accreditation Liaison Officer (ALO) through a full ACCJC self-evaluation cycle.
- Advanced proficiency in statistical programming (R, Python, SAS, SPSS).
- Experience leading Strategic Plan or Educational Master Plan development.
- Experience with grant research and compliance reporting (e.g., Title V, Strong Workforce, Perkins).
- Experience with SCFF data modeling and enrollment analytics.
- Experience implementing Guided Pathways and integrating academic and student services data.
- Demonstrated ability to use disaggregated data to address equity gaps.
- Experience with predictive analytics, cohort modeling, and machine learning applications in higher education.
- Familiarity with cloud-based data infrastructure transitions.
- Experience establishing data governance frameworks and managing ERP/SIS migrations.
- Experience designing qualitative research (e.g., focus groups, climate surveys, basic needs assessments).
- Ability to develop campus-wide data literacy professional development programs.
- Demonstrated success building a culture of evidence within shared governance environments.
- Possession of an earned doctorate from an accredited institution.

**Licenses and Certifications:**

- Possession of a valid California Driver's License to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.