

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

ASSOCIATE VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS

FLSA STATUS: EXEMPT - PAY GRADE: 29 – A

**JOB FAMILY: SENIOR ADMINISTRATION
JOB FUNCTION: EXECUTIVE MANAGEMENT**

GENERAL STATEMENT OF JOB

The Associate Vice President (AVP) of Institutional Effectiveness is responsible for the overall leadership and administration of the Institutional Effectiveness department. This position directs a comprehensive collegewide institutional effectiveness program that includes non-academic assessment, institutional research, state and federal reporting and compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements. This position is responsible for regional accreditation efforts, including reaffirmation, substantive change, and periodic reports, as well as providing monitoring, tracking and support for specialized program accreditations. The AVP of Institutional Effectiveness will serve as the Integrated Postsecondary Education Data System (IPEDS) keyholder.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide leadership to each of functional units within the division to successfully advance the college encompassing: Non-academic Assessment, Institutional Analytics, Research, State, and Federal Reporting.

Serve as the College's SACSCOC regional accreditation liaison. Maintain current knowledge of SACSCOC Principles of Accreditation, policies, guidelines and other expectations. Provide consultation to the President's Cabinet regarding SACSCOC accreditation and work to familiarize faculty, staff and the College community with SACSCOC requirements, standards, policies and procedures. Recommend development and modification of Collegewide policies and procedures as they pertain to SACSCOC Principles of Accreditation, policies and guidelines. Lead the College's comprehensive SACSCOC reaffirmation efforts and help prepare for off-site and on-site accreditation visits. Facilitate and serve on the College's Reaffirmation Leadership Team.

Coordinate periodic SACSCOC reports, including Annual Profile, Fifth Year Interim Report, and any other reports or correspondence required by the Commission. Oversee use of web-based systems and appropriate software to manage accreditation reports and supporting documentation.

Oversee the management of the College's Substantive Change procedures and develop mechanisms for the reporting of Substantive Change. Prepare and submit appropriate notifications and prospectus materials according to SACSCOC Substantive Change policy. Provide periodic Substantive Change reports to the President's Cabinet.

Track and monitor program accreditation, program licensure approval, and other required or voluntary approvals of academic programs. Monitor deadlines and notify appropriate vice presidents, deans and program managers for timely submission of accreditation self-studies, renewals, or other reports. Provide to the President's Cabinet periodic reports of the status and timeline of program accreditation and approval activities.

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Oversee the development and facilitation of professional development sessions for vice presidents, associate provosts and associate vice presidents, deans and program managers involved in seeking, obtaining, and maintaining program accreditation or approvals from state and federal agencies, and or specialized program accreditation agencies. Provide appropriate web- based system support for program accreditation self-studies.

Maintain file of record for all correspondence related to institutional and program accreditations and licensure approvals. Provide Collegewide leadership for the response to complaints submitted to SACSCOC.

Ensure that compliance with regional and program accreditation requirements are incorporated into the planning and assessment/evaluation processes at the College.

Provide innovative and professional leadership in the planning, development, promotion, and implementation of an integrated institutional effectiveness system aimed at refining programs and services.

Provide leadership for all institutional research and benchmarking activities, including data management and analysis. Oversee reporting to state, regional, and federal agencies.

Oversee Institutional Review Board process and serve as IRB chair.

Implement policies and practices that reflect the integrity of the institution and foster public trust. Assure accountability of the College by the effective coordination of resources and services Collegewide.

Develop and recommend the Institutional Effectiveness budget; supervise functional units' expenditures and revenue and maintain fiscal control. Oversee and direct the selection, evaluation, development, and assignment of all division personnel.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Doctorate degree from an accredited institution supplemented by seven (7) years of increasing responsibility in higher education administration. Experience providing leadership and support at an institution undergoing SACSCOC reaffirmation efforts. Experience providing leadership and support with program accreditation efforts. Three (3) years of college teaching liberal arts, workforce development or student services experience.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages. **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 5/12; Revised: 5/14, 1/15, 2/16, 4/16, 7/18, 6/19