**Director of Institutional Effectiveness**

**Reports to: Provost**

**Directs and coordinates university planning, assessment, and continuous improvement activities, provides input based on data and evidence to support policy development and implementation. Reports to the Provost. Serves as the university’s Accreditation Liaison with the Higher Learning Commission. Collaborates and communicates regularly with the President, Vice Presidents, Deans, university faculty and staff to facilitate planning and evaluation efforts of the university. Interacts with private and state officials/agencies. Provides regular reports to the President’s Cabinet and Board of Regents regarding institutional effectiveness activities.**

**30% Planning and Assessment**

* Initiates, coordinates and maintains the implementation of the SCU Strategic Plan Vision 2025 assessment activities to demonstrate the extent to which the university is fulfilling its mission annually and over time.
* Documents the progress towards institutional and departmental goals.
* Ensures that compliance with HLC accreditation requirements is incorporated into the planning and evaluation process of the university.
* Initiates, coordinates and maintains the accountability for academic assessment and university-wide assessment activities directly related to institutional effectiveness.
* Facilitates the development of a culture of evidence within the institution and supports the development and assessment of university-wide institutional goals, student learning outcomes and administrative/educational support outcomes.
* Coordinates faculty, staff, student, and related committees and task groups in the development and pursuit of academic assessment activities, and in using assessment results for the improvement of student retention; student persistence in achievement of student goals; and improvement of degree programs, general education, developmental studies, and other aspects of the university's curriculum.
* Anticipates and creates data for institutional planning for budgeting, faculty productivity, regional demographics, strategic planning and initiatives, and other institutional needs.
* Supports the SCU’s Academic Program Review process.

**30% Institutional Research**

* Communicates with faculty and staff on the development of grant proposals.
* Coordinates and assists with cooperative planning, research, and evaluation activities within the university.
* Coordinates and assists with the development and maintenance of information systems related to assessment efforts.
* Recommends changes in policies and operational procedures based on evidence and recommends strategies for the continued positive development of the University.
* Coordinates and assists with the preparation and dissemination of reports, research briefs, newsletters, and other communications.
* Recommends and coordinates research projects and/or studies of University programs, services, and activities including, but not limited to, student services, instructional evaluation, student success efforts, instructional costs, faculty data, management policies, student learning outcomes, administrative/educational support outcomes, and program planning and review.
* Serves as central repository of statistical reports and facilitates the Office of Institutional Effectiveness web site archives.
* Serves as a point for referral of requests from administrative and instructional faculty or from outside the university, for research data, e.g., questionnaires from educational and governmental agencies. Prepares data sets for reports associated with Capacity Planning, Deferred Maintenance Planning, and other reports requiring data components.
* Researches, collects, develops and provides data to assist in determining the educational needs region and assists appropriate staff in transforming those needs into viable educational programs and services.

**30% Accreditation**

* Coordinates the preparation of the annual profiles and any other reports requested by HLC.
* Ensures that electronic institutional data submitted is accurate and timely.
* Maintains documentation files and systems of all accreditation materials, such as, reports related to review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.
* Familiarizes faculty, staff, and students with accrediting policies and procedures, and with particular sections of the accrediting standards and policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised.
* Serves as a resource person during the review process and helps prepare for and coordinate reaffirmation and other accrediting visits.
* Coordinates the collection and notification of substantive changes and program developments in accord with the substantive change policies.

**10% Compliance**

* Receives data sets related to specific government compliance requirements
	+ Title I
	+ Title II
	+ Title IV
	+ Title IX
* Organizes and ensures the accurate posting of information on the SCU web site
* Maintains an accurate archive of all past and current state, federal and other reports.
* Prepares summary reports of all compliance activities annually for the Cabinet and Board of Regents.