



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Vice Provost, Institutional Research and Improvement

JOB SUMMARY

Leads and directs institutional research functions and institutional improvement initiatives, information management activities, including ownership of the official data warehouse and coordinating analysis that support the University's mission, strategic directions, ongoing strategic planning process, measurements of institutional improvement initiatives, assessment activities, program review, and reporting to state and federal agencies, as well as accrediting bodies. These responsibilities includes work involving the preparation, development and direction of academic policy, the evaluation of academic programs, and/or the management of fiscal and human resources. Primary contact with Texas Higher Education Coordinating Board for requirements related to accountability, institutional effectiveness, and assessment. Work is performed under administrative supervision of the Provost and Vice President of Academic Affairs with evaluation based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost and Vice President, Academic Affairs

Supervises: All research and data warehouse staff assigned to Institutional Research and Improvement, including the Director of Analytics, the Director of Academic Assessment, and the Assistant to the Vice Provost

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides leadership for a contemporary institutional research office that collects, analyzes, and interprets data about the environment and performance of the University, while exemplifying a collaborative service-oriented philosophy.
- Collaborates with other university units to develop processes that transform and interpret data analyses into information that can be used to support institutional planning and

management decisions, including the assessment of policies, program quality, and progress toward accomplishing institutional goals and objectives.

- Coordinates, conducts, consults, advises and facilitates statistical analyses, data modeling, and prediction that support the operations of administrative units.
- Collaborates in coordination of the design, maintenance & use of the official institutional data warehouse.
- Responsible for creation of federal, state, and necessary internal reports, including reports that may be required for support of disciplinary and institutional accreditation.
- Supervises institutional research in such a manner as to create, improve, and support systems for reporting, evaluation, and sharing of institutional research and effectiveness activities.
- Supervises staff in the coordination of surveys of faculty, students, and staff to assess student engagement and satisfaction, effectiveness of various institutional effectiveness activities, workshops, and other programs.
- Remains current with national developments in higher education and initiates appropriate analyses to address emerging issues and problems.
- Coordinates staff responsible for reporting assessments involving state or national performance indicators and may represent the university at the THECB on issues related to the state accountability system.
- Shares information on best practices with national and regional organizations in the form of presentations or workshops as appropriate.
- Coordinates and develops in collaboration with other administrative units the procedures, standards, definitions, and conventions for the creation and use of enterprise data.
- Leads administrators in all areas of the University on institutional improvement, assessment, and use of technology to assist institutional improvement activities.
- Directs administrative components in the preparation of administrative effectiveness plans that include goals, measures of goal attainment, information analysis, and administrative improvements on the basis of results. Provides support for a system of reporting, evaluating and dissemination of institutional effectiveness activities.
- Oversees the Director of Academic Assessment in the development and tracking of learning outcomes, development of assessment plans, analysis of data, and initiation of improvement actions based upon results.
- Creates and enforces academic policies and operating procedures. Supervises budgets and expenditures in areas of responsibility.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Doctoral degree required, with the knowledge and skills in institutional research typically acquired through successful graduate study.

EXPERIENCE

Five years of successful experience and increasing responsibility in either higher education or other organizations including private industry that has resulted in the knowledge and skills to lead an evolving institutional research and data management office. Five years of progressively responsible academic administration experience including supervisory and managerial experience in a college or university. Preference for individuals with experience in research design, data warehouse management with dimensional modeling, and statistical analyses.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Demonstrated leadership in institutional research, management, personnel and budget analysis.
- Record of involvement with professional organizations in the institutional research field.
- Thorough understanding of contemporary trends and concepts relevant to institutional research and information management offices in higher education.
- General understanding of institutional and disciplinary accreditation requirements that affect the routine and long-term practices and data needs of an institution.
- An understanding of the role of complex, comprehensive universities and the changing roles of a data-intensive university in the information age.
- Thorough understanding of contemporary trends and concepts relevant to institutional research and information management offices in higher education.
- Ability to establish and maintain effective work relationships with various constituencies such as faculty, administrators, staff, students, state officials, and officials of accrediting bodies.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to university constituencies, including the Board, legislators, the Cabinet, etc.
- Demonstrated ability to communicate effectively and work cooperatively with diverse individuals and groups in a team environment, accompanied by a strong service orientation.
- Commitment to continued personal professional development, as well as to the professional development of subordinate staff.
- Technical Skills: strong understanding of statistics, information technology, and data analysis, all of which preferably includes experience and/or knowledge of ERP systems, data warehousing, research design, Microsoft Access, SQL, and Oracle.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.