

## Executive Director of Institutional Effectiveness

The Executive Director for Institutional Effectiveness reports directly to the President, and is responsible for Institutional Research, Institutional Planning, Grants and Research, Academic Assessment and Instructional Design and Technology and will: Serve as a member of the President's Cabinet and be responsible for:

Grants and Research: Proposal Development, Monitoring, Oversight, and Compliance. Track and report proposal submissions and progress.

- a. Maintain a process to monitor grant compliance including review and interpretation of grant agreements
- b. In conjunction with the Business Office review fiscal reporting and close-out to ensure compliance with Federal, State and local agencies and College/Foundation policies and procedures.
- c. Assist MSU faculty and staff in grant development (design, budget evaluation plans, etc.) and implementation of proposals
- d. Advise project directors concerning negotiation of new grants, effective startups and grant management issues.
- e. Assist in acknowledgement and recognition of grant awards through communications and published announcements.
- f. Maintain files on faculty grant applications, both internal and external, and related correspondence, and compiling statistics on faculty grant activity.
- g. Serve as a liaison/AOR with funding source program and contract officers, resource developers nationally, and with community organizations
- h. Oversight for the Responsible Conduct of Research
- i. Coordinate the planning, writing and administration of specific grants related to institutional priorities and initiatives.
- j. Monitoring and oversight of grant funded programs including: Head Start, Early Head Start, Child Care Partnership, InBRE, EBSCoR, and others not specifically mentioned.

Institutional Research: Developing, implementing, and maintaining a comprehensive program of institutional research to support the institution's mission and strategic initiatives. Serve as chief institutional research officer.

- a. Collecting, organizing, analyzing, and reporting information necessary to support student success and institutional effectiveness
- b. Developing, administering, and analyzing surveys of students, graduates, and faculty (Student Satisfaction Survey, the NSSE/FSSE Survey, Alumni Surveys, the Employer Satisfaction Survey, Campus Quality Surveys)
- c. Providing timely, reliable data-informed analysis (internal and external data) to inform processes and decision-making at all levels
- d. Works in partnership with Academic and Student Affairs regarding Data System reporting including but not limited to Starfish, PAR, SPOL, IPEDS, Task Stream, Clearinghouse, ACT, HLC, College Portrait, Task Stream, etc.
- e. Overseeing the tracking and reporting of key performance indicators as required/necessary
- f. Completing and submitting reports as required/necessary

- g. Responses to external surveys and requests for information, the compilation of data for use in reports, the development of ad hoc research projects, and the preparation of standardized public reports.

Institutional Planning: Plans, organizes, directs, and implements a comprehensive institutional planning process.

- a. Plans, organizes, directs, and implements a comprehensive institutional planning process
- b. Assesses progress toward the plan's goals and targets, monitor implementation schedules and issue progress reports
- c. Assures that the institutional planning process is coordinated with NDUS and Institutional Mission, Vision and Core Values
- d. Facilitates the availability of relevant data for use in internal University-wide planning and decision making
- e. Utilizes NDUS Systems as appropriate to track MSU Goals and Objectives

Academic Assessment, Instructional Design and Technology: Supervises the Director of Academic Assessment, Instructional Design and Technology. Ensures planning, organization, direction and implementation of a comprehensive academic and non- academic program assessment process.

- a. Supervises the Director of Assessment, Instructional Design and Technology.
- b. Ensures Academic Student Learning Assessment is a coordinated, systematic and integrated institutionally and includes program-level assessment, follow-up, and reporting processes that are aligned with accreditation and other planning related requirements.
- c. Participates in and provides leadership, research and other support to student learning outcomes assessment across the institution, fostering effective and sustainable practices in support of continuous improvement
- d. Works collaboratively with Academic and Student Affairs to ensure assessment activities support both academic and non-academic program quality and continuous improvement.

Other Duties:

- a. Actively supervise a professional staff in all Office of Institutional Effectiveness areas.
- b. Manage state appropriated and local budgets
- c. Assist in the development and preparation of institutional strategic plans, to include the gathering of data and input and the articulation of goals, objectives, strategies, outcomes and measures as they relate to the office of Institutional Effectiveness areas.
- d. Serve as institutional representative to the NDUS for: SPOL and Accountability Measures Committee.
- e. Serve on the following MSU Committees: Cultural Diversity Committee, Enrollment Management, Retention Committee, and other as appropriate.
- f. Serve on the Governing Board of Directors for Head Start.

**Adopted: May, 2016**

**Sponsored by: President and Executive Director of Institutional Research**