CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

VICE PRESIDENT OF RESEARCH, PLANNING, AND INSTITUTIONAL EFFECTIVENESS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DESCRIPTION

Under general administrative direction of the College President, and with coordination from the Vice Chancellor of Educational Services and Student Success on districtwide responsibilities, serve as the college's senior leader for planning, implementing, and directing college-wide institutional effectiveness, institutional research, and institutional planning functions; provide executive leadership and institutional accountability for college-wide institutional effectiveness, research, strategic and operational planning, program review, outcomes assessment, accreditation planning and continuous improvement, and accountability functions; and facilitate and support, through established collegial consultation and participatory governance processes, the integration and continuous improvement of processes that connect institutional priorities, evaluation, and resource allocation.

While reporting directly to the College President, the Vice President shares responsibility with the counterpart Vice President at the district's other college, with coordination of the Vice Chancellor of Educational Services and Student Success, for developing and maintaining districtwide standards for institutional research and data governance, coordinating through the District's Chief Technology Officer on matters involving data systems, integration, access, and security. These standards include common data definitions and a shared data element dictionary, research methodology and data validation protocols, official metrics and certified data sources, dashboard and reporting standards, reporting calendars, and related procedures. The standards are developed in consultation with affected District and college administrative units and those who use institutional data and will be adopted by the Chancellor or designee upon recommendation. The Vice President advises the College President and executive leadership on institutional performance, strategic priorities, and resource needs and supports the College President and established governance structures in ensuring that institutional planning, program review, outcomes assessment, and resource allocation processes are aligned, transparent, data-informed, and focused on measurable outcomes. The position promotes evidence-based decision-making and provides the evidence base and analytic frameworks that inform the evaluation and prioritization of institutional needs within established collegial consultation and participatory governance structures. The Vice President works closely with the District's Chief Technology Officer, Information Technology Services (ITS), and the Vice Chancellor of Human Resources to align data systems, analytics, and reporting infrastructure with institutional needs and to support the consistent collection, governance, and analysis of student and employee data, including data that inform diversity, equity, inclusion, accessibility, and belonging (DEIAB) efforts.

MANAGEMENT RESPONSIBILITY

The Vice President of Research, Planning, and Institutional Effectiveness is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position reports directly to the College President and serves as a member of the President's Cabinet.

The Vice President exercises executive responsibility for the development, implementation, coordination, and continuous improvement of institutional effectiveness and planning processes; directs assigned programs, personnel, and budgets; and advises the College President and executive leadership regarding institutional performance, strategic priorities, and resource needs. The incumbent collaborates with Vice Presidents, shared governance bodies, and college leadership to ensure that planning, program review, outcomes assessment, and resource allocation processes are integrated, data-informed, and aligned with institutional priorities.

The Vice President participates in districtwide planning and policy development and represents the college in district committees and initiatives related to institutional research, data governance, institutional effectiveness, planning, accreditation, and accountability.

For the districtwide responsibilities described in this specification, the Vice President works with coordination of the Vice Chancellor of Educational Services and Student Success; coordinates through the District's Chief Technology Officer on matters involving data systems, integration, access, and security; and works in partnership with the counterpart Vice President at the district's other college and the Vice Chancellor of Human Resources. Districtwide data standards and procedures are adopted by the Chancellor or designee upon the recommendation of the district's data governance body. Differences between the colleges regarding districtwide data definitions, standards, or procedures that the two Vice Presidents cannot resolve are elevated for resolution to the Vice Chancellor of Educational Services and Student Success and the College Presidents, and to the Chief Technology Officer where data systems, access, or security are involved. College-specific assignments made by the College President shall be consistent with the scope of this classification and shall not diminish the districtwide responsibilities described herein.

In carrying out responsibilities related to the processes for program review and for institutional planning and budget development, and to faculty roles in accreditation, the Vice President works through the collegial consultation and participatory governance processes established under Board Policy 2510 and the College's related procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. In partnership with the counterpart Vice President at the district's other college, and with coordination of the Vice Chancellor of Educational Services and Student Success, develop, document, and maintain districtwide data definitions, a shared data element dictionary, research methodology and data validation protocols, official metrics, certified data sources,

dashboard and reporting standards, and reporting calendars, for adoption through the district's data governance body.

2. Implement adopted districtwide institutional research and data governance standards and procedures at the college; ensure that college research, dashboards, and reporting conform to those standards; identify and resolve discrepancies between college and district data; and elevate unresolved cross-college differences through the established district process.
3. Partner with the Vice Chancellor of Human Resources and the District's Chief Technology Officer on the consistent collection, governance, analysis, and use of student and employee data, including data that inform diversity, equity, inclusion, accessibility, and belonging (DEIAB) efforts and related decision-making.
4. Coordinate through the District's Chief Technology Officer on data access, classification, privacy, and security practices; recommend which data sets are certified for research and reporting and which roles require access to them, while the Chief Technology Officer and Information Technology Services retain responsibility for system architecture, integration, access controls, security, and reliability; support compliance with the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy requirements.
5. Serve on, and lead the college's participation in, the district's data governance body and gather input from college administrators, faculty, and classified professionals who use institutional data.
6. Provide executive leadership; plan, organize, manage, and direct the assigned programs, personnel, operations, budget, and activities for college-wide institutional planning, research, and institutional effectiveness; ensure compliance with applicable board policies, district and college procedures, accreditation standards, and federal and state requirements.
7. Serve as the college's senior leader for institutional effectiveness; facilitate, through established collegial consultation and participatory governance processes, the development, implementation, and continuous improvement of an integrated framework linking strategic planning, program review, outcomes assessment, and resource planning processes, aligned with accreditation, fiscal planning, enrollment management, and accountability reporting.
8. Facilitate, support, and evaluate the integrity and effectiveness of the college's integrated planning and resource allocation processes; ensure that program review, institutional evidence, strategic priorities, and measurable outcomes inform recommendations to the College President and established governance structures.
9. Provide tools, evidence, and analytic frameworks that support governance groups and college leadership in evaluating and prioritizing institutional needs based on evidence, institutional goals, fiscal considerations, and measurable outcomes; prioritization and resource allocation recommendations and decisions remain with the College President and established governance structures.
10. Coordinate closely with the Vice Presidents of Academic Services, Student Services, and Administrative Services to align planning, program review, and budget development processes, in support of, and without supplanting, the budget development responsibilities of Administrative Services and the enrollment management responsibilities of Academic Services and Student Services.

11. Lead, in collaboration with established governance structures, the development, implementation, and evaluation of institutional plans, including the Educational Master Plan and strategic planning processes; ensure alignment with district priorities and the Districtwide Strategic Plan.
12. Develop, manage, and be accountable for assigned budgets; monitor expenditures.
13. Supervise and evaluate assigned employees; participate in selection, training, and development of personnel.
14. Direct and ensure the quality, integrity, accessibility, and timely completion of research design, data collection, analysis, dashboards, and institutional reporting, in conformance with adopted districtwide standards; oversee or support, as assigned, required reporting to college, district, and external agencies and ensure compliance with applicable requirements.
15. Using districtwide data definitions and official metrics, establish, monitor, and communicate college key performance indicators related to student success, equity, enrollment, and institutional effectiveness.
16. Provide executive leadership for the college's accreditation planning, evidence development, institutional follow-up, and continuous improvement activities; ensure institutional effectiveness, research, and planning processes align with accrediting standards; coordinate with the College's Accreditation Liaison Officer, the Academic Senate, and established accreditation governance structures.
17. Support program review processes by providing data and analysis; coordinate administrative unit program review.
18. Support and coordinate outcomes assessment, including student learning and service area outcomes, in collaboration with faculty and established outcomes assessment committees.
19. Direct and oversee disaggregated analyses of demographics, enrollment trends, projections, student success, equity, and institutional performance to inform strategic planning, enrollment management, and resource prioritization recommendations; schedule development, recruitment, admissions, and operational enrollment decisions remain with the executives assigned those functions.
20. Direct, develop, administer, and analyze surveys related to institutional effectiveness, student and employee experience, and campus climate.
21. Guide college personnel in the use of data for planning, evaluation, and decision-making; provide training and support.
22. Provide data and analysis to support grant development and resource generation.
23. Work collaboratively with the District's Chief Technology Officer and Information Technology Services to define and prioritize the research, reporting, and analytics requirements for the data systems, dashboards, and analytics infrastructure that Information Technology Services develops and maintains.
24. Promote collaboration, transparency, and shared understanding of institutional data among administrators, faculty, classified professionals, and governance bodies.
25. Represent the college in district and external organizations; serve on committees and provide presentations.

26. Maintain current knowledge of trends, regulations, and best practices in higher education institutional effectiveness and planning.
27. Serve as an administrative associate to the College President; assume responsibility for college operations when designated; and participate in evening, weekend, emergency, and administrator-on-duty responsibilities as assigned.
28. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or to be learned within a short period of time in order to successfully perform the assigned duties

Knowledge of:

1. Principles and practices of executive leadership and organizational management.
2. Institutional planning, research design, data analysis, and institutional effectiveness systems.
3. Strategic planning, program evaluation, and performance measurement frameworks.
4. Accreditation standards and processes in higher education.
5. Operations, services, and activities of a comprehensive institutional effectiveness program.
6. Data systems, analytics platforms, and the integration of technology to support decision-making.
7. Data governance principles and practices, including data stewardship, data definitions and metadata management, data quality assurance, and data validation.
8. Data privacy and security requirements for student and employee records, including the Family Educational Rights and Privacy Act (FERPA).
9. Budget development and administration.
10. Principles of supervision, training, and performance evaluation.
11. Federal, state, and local laws, regulations, and reporting requirements related to higher education.
12. Collegial consultation and participatory governance in the California Community Colleges, including the distinction between academic and professional matters under Title 5 and matters that are administrative in nature.
13. Principles of equity, inclusion, and student success in higher education.

Ability to:

1. Provide executive leadership in the design and implementation of institutional effectiveness systems.
2. Integrate planning, data, and resource allocation into a cohesive decision-making framework.
3. Analyze complex data and communicate findings effectively to diverse audiences.
4. Collaborate effectively with executive leadership, faculty, classified professionals, and district partners.

5. Partner with Information Technology Services to align data systems and analytics infrastructure.
6. Lead the development and adoption of common standards across colleges and district departments without direct line authority; build consensus and resolve differences among executive peers.
7. Ensure the accuracy, consistency, and integrity of institutional data and official reporting.
8. Lead organizational change and promote a culture of inquiry and continuous improvement.
9. Plan, organize, direct, and evaluate the work of assigned staff.
10. Prepare analytical reports, presentations, and strategic recommendations.
11. Work effectively within a participatory governance environment.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, gender identity, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience: *Any combination of the following would provide a typical way to obtain the required knowledge and abilities*

Education/Training:
A Master's degree from an accredited college or university; earned doctorate preferred.

Experience:
Five years of progressively responsible leadership experience in institutional research, planning, institutional effectiveness, or a related field, including administrative responsibility for programs, personnel, and budgets.

Desirable:
Demonstrated experience with data governance, accreditation, participatory governance, and leading cross-functional institutional change, preferably in a multi-college district.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPOINTMENT

The Vice President of Research, Planning, and Institutional Effectiveness shall be appointed by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by the Board of Trustees on November 17, 2026
Effective: November 18, 2026
Job Family: Classified Administrator/Management