Associate Provost for Institutional Effectiveness

Position Function
The Associate Provost for Institutional Effectiveness leads and oversees academic and institutional data systems and reporting, provides guidance and support to assessment of student learning outcomes, supports the University’s and academic affairs strategic planning process, and provides leadership and oversight to the University’s accreditation with the Higher Learning Commission. Because of the widely distributed nature of these responsibilities, the associate provost creates and maintains strategic partnerships with faculty, students, staff, deans, associate provosts and vice presidents and their divisions. The Associate Provost for Institutional Effectiveness will also provide advice and counsel to those seeking to develop or improve systems for evidence-based decision making.

Reporting Structure
The Associate Provost for Institutional Effectiveness reports to the Provost and Vice President for Academic Affairs. Major units and initiatives that report to the Associate Provost for Institutional Effectiveness include the Office of Institutional Research and Data Management, University Strategic Plan implementation and assessment, Collaborative Risk/Opportunity Management (CRÖM), program review (academic, learner-centered, administrative) and institutional and specialized program accreditations.

Minimum Qualifications
- Earned doctorate from an accredited institution of higher education,
- At least 5 years of experience in or working with higher education,
- Experience in institutional research, assessment, accreditation and strategic planning,
- Experience in evidence-based decision making,
- Experience with supervision and budget management,
- Excellent written and oral communication skills,
- Proven ability to build and maintain relationships with a diverse set of constituents, as well as a demonstrated ability to work collaboratively and cooperatively with others,
- Demonstrated commitment to diversity and inclusion,
- Demonstrated ability to manage time and projects efficiently and effectively.
Preferred Qualifications

- Progressively responsible leadership in higher education administration,
- Experience at a large public research university,
- Experience as a peer-reviewer for HLC accreditation association,
- Record of completed research projects that demonstrate knowledge of institutional effectiveness methods and outcomes.

Major Responsibilities

1. Develop an agenda for institutional effectiveness across the institution that is shared and endorsed by key constituents (e.g., President’s Cabinet, Provost’s Council). Provide oversight to ongoing and special projects, including internal and external reports and surveys.
2. Manage the Offices of Institutional Research and Data Management and Office of Institutional Effectiveness, providing leadership and direction to the assignment of work, management of staff and budget.
3. Provide leadership and oversight to the University’s accreditation with the Higher Learning Commission; serve as the HLC Accreditation Liaison Officer; oversee the HLC 2020-21 comprehensive visit, lead the development of the quality improvement project proposal and report; support the Annual Institutional Update; remain current with HLC accreditation requirements and policies.
4. Support the development and implementation of the University’s current (through 2020) and future strategic plans, working with colleagues, lead the data collection and reporting efforts in support of this plan on an annual and five-year basis.
5. Evaluate program quality and ensure continuous improvement of the institution and academic programs, including the Higher Learning Commission, all specialized program accreditation and program review.
6. Collaborate with the university community to collect data relating to external assessment and rankings.
7. Develop, create and share institutional dashboards and benchmark data to assist in academic affairs planning at all levels.
8. Collaborate with and support academic affairs and student affairs units engaged in assessment of institutional student learning outcomes.
10. Serve as a member of the Office of Academic Affairs leadership team through membership in the Provost’s Council and other groups and responsibilities as assigned by the Provost.
11. Perform other duties as assigned by the Provost.

Applications and Nominations:
Confidential applications and nominations will be accepted until the position is filled. Candidate screening will begin immediately. For best consideration, applications and nominations should be provided by December 3, 2018. An application will include a letter describing relevant experiences and interest in the position, and a curriculum vitae. In addition, names, titles, addresses (including email), and business telephone numbers of five references who can provide substantive knowledge of leadership and attest to professional academic and research
qualifications must be included. **All applications must be submitted through our website:**
http://www.wmich.edu/hr/jobs/.

Individuals who wish to nominate a candidate should submit a letter of nomination, including the name, position, telephone number and email address of the nominee to Christopher Cheatham, Associate Provost and chair of the search committee by sending an email to chris.cheatham@wmich.edu.

For more information about the Office of the Provost and Vice President for Academic Affairs, view our website at http://wmich.edu/provost. For more information on WMU and the Kalamazoo Community see www.wmich.edu and www.kalamazoocity.org.

*WMU is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, individuals with disabilities and all other qualified individuals are encouraged to apply.*