



VICE PRESIDENT, INSTRUCTION AND INSTITUTIONAL RESEARCH

DEPARTMENT: Instruction and Institutional Research

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - M](#)

POSITION PURPOSE:

Reporting to the College President, the Vice President of Instruction and Institutional Research provides leadership and vision in the planning, direction, administration and evaluation of the college's instructional programs, including general education, career and technical education (CTE) and basic skills pathways. The Vice President of Instruction and Institutional Research provides vision and leadership with regard to the integration of instruction and student services and for obtaining equity in achievement of student outcomes.

NATURE and SCOPE:

The Vice President of Instruction and Institutional Research supervises the Language Arts Division, Physical Science, Math and Engineering Division, Business and Social Sciences Division, Biological and Health Sciences Division, Fine Arts and Communications Division, Kinesiology and Athletics Division, the International Students Program, Institutional Research, Honors, articulation, and tenure review and through oversight of the Associate Vice President of Instruction, the college catalog, curriculum, scheduling, general education, and accreditation.

This position is responsible for reviewing programs; planning; budgeting; hiring; personnel evaluations, and overseeing basic skills, general education and CTE / vocational education.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Responsible for all academic planning and improvement of teaching and learning in all college programs and services.
2. Ensures the efficient delivery of classroom instruction; Promotes the development of innovative instructional and support programs to meet the educational needs of a diverse student population.
3. Works collaboratively with all segments of the Foothill community and the community at large.
4. Coordinates the hiring and evaluation of faculty, staff, and administrators including responsibility for advancing diversity.
5. Oversees instructional and college institutional research activities to ensure consistency with the college's vision, mission, goals and objectives.
6. Acts as liaison between the college and the State Chancellor's Office for all matters related to curriculum.
7. Supervises, leads, and develops areas related to institutional research, accreditation, program planning and program review, curriculum, student academic success, articulation and general education.
8. Plan and communicate college goals and policy changes.
9. Provide vision and leadership for the development and assessment of student learning outcomes and encourages the development and use of a broad range of teaching strategies and new technologies related to the access and delivery of programs and services.

10. Provide leadership and a sense of vision and direction, while working collaboratively with all constituencies, in the development of plans for enhancing the quality of the instructional program, the development of new programs, and the redirection of existing programs to meet the instructional needs of the students.
11. Manages enrollment; develops and monitors budgets and oversees activities to improve institutional effectiveness.
12. Provides leadership for the maintenance of Accreditation status and the implementation of policy in compliance for applicable regulations.
13. Leads college institutional research and planning efforts to use research for the improvement of institutional effectiveness in regards to program planning and program review, curriculum, student academic success, articulation and general education.
14. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Statistical analysis, program planning, and trend projection.
2. State and federal compliance issues and regulations for vocational educational grants.
3. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, OSHA, ACE.
4. College educational policies and procedures and Curriculum Handbook.
5. Board Policy, District Contracts, and College Handbooks.
6. Special program standards of the three divisions in which this position has jurisdiction.
7. Computers: commonly used software and communication mediums.
8. District policies and procedures.
9. Personnel management.
10. College governance policies.
11. Knowledge of shared governance principles and the ability to foster open communication among all divisions, programs, and services; adhering to principles of trust, teamwork and collaboration.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Support, implement, and promote advancement of the District's equity goals, and Diversity and Equal Opportunity Plan in all aspects of employment.
3. Interact effectively with diverse students, staff, faculty and administrators, individually and as team members.
4. Title 5 of the California Code of Regulations, California Education Code, District collective bargaining agreements and Accreditation processes and regulations.
5. Planning, implementing, administering, and evaluating instructional programs and services;
6. Hiring, supervising, developing and evaluating faculty and staff;
7. Developing, managing and administering complex budgets.
8. CCCC rules and regulations related to curriculum, course and program development and attendance accounting.
9. Effective communication skills, both oral and written including the development and implementation of complex proposals and presentations.
10. Personnel supervision and experience with the tenure review process.
11. Provide leadership, management and team building.
12. Effectively use interpersonal skills, follow through with duties, provide attention to detail, and demonstrate the ability to motivate others.
13. Use creative facilitation and conflict resolution skills to resolve difficult and sensitive issues.
14. Understand and implement shared governance, and collaborative decision-making processes within and across division/department lines.

15. Effect innovative solutions to management and operational issues.
16. Writing and assessing student learning outcomes at all levels (course, program, general education and institutional).
17. Accreditation standards and processes.

Education and Experience:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree or higher academic degree.
3. One year of administrative experience, formal training, internship or leadership in an area related to the management of instructional programs.

Preferred Qualifications:

1. Three to five years progressively responsible administrative leadership in higher education, including budget management.
2. An earned doctorate.
3. Working knowledge of California Education Code, Title 5 Regulations, and negotiations.
4. Knowledge of and experience with analytical tools, program planning, trend projection and resource allocation.
5. Experience teaching in higher education.
6. Demonstrated successful experience in program or curriculum development and academic planning.
7. Experience in managing and leading diverse personnel, including team building, cultural sensitivity, conflict resolution, and team projects.
8. Experience with Career and Technical Education (CTE) programs.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 1996; Revised: October 2016

Ed Code: H-10

Creditable Service: STRS