



Job Title: Assistant Vice President of Institutional Effectiveness & Accreditation
Faculty/Staff: Staff
Classification: Exempt
Status: 1.0 FTE, Full-Time
Location: Elk Grove Campus
Reports To: President of the University
Revised Date: 8/24/2021

I. Obligations of the Assistant Vice President of Accreditation:

The information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

- A. Hours:** The Assistant Vice President of Institutional Effectiveness & Accreditation shall have a full-time equivalent (“FTE”) of 1.0 to be performed from CNU office.
- B. Description:** The Assistant Vice President of Institutional Effectiveness & Accreditation is a key leadership position responsible for guiding and coordinating the accreditation and assessment process for the colleges and university, as well as supporting institution-level strategic planning. As a member of the President’s Executive Council, the Assistant Vice President works closely with the President, Vice Presidents, and Deans on matters related to accreditation accountability including programmatic assessment, program review, internal surveys, and data analysis. The position will develop, manage, and interpret institutional data in support of the planning, assessment, and decision-making process. The position has the responsibility to integrate accreditation activities across the colleges and campuses.

Responsibilities:

- Serve as the California North state University Assistant Accreditation Liaison Officer to WSCUC and all other professional accreditation organizations associated with CNU colleges.
- Provide coordination, support, and guidance for the preparation and submission of the accreditation report, and all required state and federal program reporting for the existing programs and future new programs.
- Oversee the work of the CNU Office of Educational Effectiveness. Coordinate the information dashboard needed for accreditation, compliance and assessment related to student performance and program effectiveness.
- Lead the University’s comprehensive reaffirmation efforts and help prepare for off-site and on-site accreditation visits. Facilitate and serve on the University’s Reaffirmation Leadership Team.



- Working with the Dean and Dean's Staff on matters related to preparation of program accreditation, re-accreditation such that the planning, data collection, self-study, and executive summary report are completed timely and sufficiently.
- Track and monitor program/professional accreditation, program licensure approval, and other required or voluntary approvals of academic programs. Monitor deadlines and notify appropriate vice-presidents and deans for timely submission of accreditation self-studies, renewals, or other reports. Provide PEC with periodic reports of the status and timeline of program accreditation and approval activities.
- Oversee the development and facilitation of professional development sessions for campus deans and vice presidents involved in seeking, obtaining, and maintaining program accreditation or approvals from state and federal agencies and specialized program accreditation agencies. Provide appropriate web-based system support for program accreditation self-studies.
- Review of all programmatic accreditations for the programs at CNU or any other accreditations such as WASC, LCME, CODA, APA, etc.
- Provide consultation for institutional BPPE compliance.
- Maintain current knowledge of WSCUC Standards of Accreditation, policies, guidelines, and other expectations.
- Provide consultation to PEC regarding WASCUC accreditation and work to familiarize faculty, staff, and the Colleges with WSCUC requirements, standards, policies, and procedures. Recommend development and modification of university-wide policies and procedures as they pertain to WSCUC standards, policies, and guidelines.
- Coordinate periodic WSCUC reports, including the Annual Profile, Interim Report, and any other reports or correspondence required by the WSCUC Commission. Oversee use of web-based systems and appropriate software to manage accreditation reports and supporting documentation.
- Oversee the management of the University's Substantive Change procedures and develop mechanisms for the reporting of Substantive Change. Prepare and submit appropriate notifications and materials according to WSCUC Substantive Change policy. Provide periodic Substantive Change reports to PEC.
- Responsible for recruiting and hiring support staff to perform institutional research (IR) and assessment activities. Serve on committees providing input and data related to institutional-level strategic planning efforts.
- Establish, collect, update, and provide institutional data and information storage needed to support programmatic self-studies specific to areas of University Administration, Finance, Governance, Diversity, and personnel by teaming up with Informatics and Technology Department.
- Ensure that compliance with regional and program/professional accreditation requirements are incorporated into the planning and assessment/evaluation processes in the colleges.
- Support the alignment of program and unit-level institutional effectiveness efforts with institutional strategic plans and priorities.
- Provide oversight for access to and appropriate, ongoing use of data in support of informing strategic initiatives and decisions. Actively grow the abilities and skills of the university



in using data to measure attainment of strategic goals. Supervise the Institutional Research unit.

Qualifications:

- PhD with minimum 10 years of experience in professional and regional accreditation
- On the initial day of employment at CNU, furnish appropriate documentation verifying legal status permitting candidate to work under applicable U.S. immigration laws.
- Demonstrate strong analytical and critical thinking skills
- Possess strong written and verbal communication skills
- Experience with Western Association of Schools and Colleges Accreditation
- Experience with Institutional Research, assessment, and evaluation
- Working experience with analytical software(s) e.g. Tablou, Power BI, Look, etc.

Education:

- Terminal degree (MD, MD/PhD, DO)

Nothing written in this executive description shall be construed as to prohibit the University President or the Board of Trustees from conferring additional titles or responsibilities unto the Assistant Vice President of Accreditation either *pro tempore* or for more defined periods of time.



California Northstate University is an **Equal Opportunity and Affirmative Action Employer**. All qualified candidates are encouraged to apply.