JOB DESCRIPTION
ASSOCIATE VICE CHANCELLOR FOR
INSTITUTIONAL RESEARCH AND PLANNING

Supercedes OAA 96-4

The Associate Vice Chancellor for Institutional Research and Planning is the administrative officer responsible for creating, maintaining, and providing fundamental institutional research and planning information in support of institutional decision making. Primary areas of attention include the IPFW Strategic Plan, academic affairs budgeting, accreditation, enrollment management, academic program planning, program review, and assessment of student academic achievement.

The Associate Vice Chancellor for Institutional Research and Planning reports to the Vice Chancellor for Academic Affairs.

SPECIFIC DUTIES

1. In cooperation with the Chancellor and Vice Chancellors, identify institutional benchmark data to be maintained over time. Develop procedures and processes for collecting and maintaining benchmark data, and provide reports as needed.

2. Develop processes to assess student academic achievement, coordinate campus assessment activities, and prepare periodic reports for the VCAA and the IPFW [Faculty] Senate.

3. Coordinate activities designed to maintain IPFW's accreditation by the North Central Association and serve as the VCAA's representative in supporting schools and divisions seeking to achieve or maintain professional accreditation of academic programs.

4. Coordinate efforts to improve linkages between IPFW, Ivy Tech, and other Indiana University and Purdue University campuses.

5. Maintain budgetary information to support personnel decisions.

6. Prepare regular reports on enrollments, degrees granted, and related topics; the IPFW Statistical Profile (Fact Book), institutional research reports addressing campus issues, and compliance reports as required.
7. Coordinate the periodic updating of the IPFW Strategic Plan and prepare reports identifying progress in achieving strategic initiatives.

8. Coordinate processing of Upward Feedback evaluations of academic administrators.

9. Serve as a member of various campus committees and task forces, including the Chancellor's Executive Staff, the Academic Officers Committee, the Enrollment Management Committee, and the Information Technology Policy Committee.

10. Perform other duties as assigned by the VCAA or the Chancellor, including
   A. Serving as the institutional liaison with ICHE, the North Central Association, the IU Academic Officers Committee, and other state and federal agencies.
   B. Providing support for schools and divisions preparing proposals for new degree and certificate programs
   C. Supporting the expansion of IPFW distance education programming.

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Fenwick W. English
Vice Chancellor for Academic Affairs