



Vice President for Policy and Research
Professional “Exempt” Position

March 2016

RESPONSIBILITIES:

Under the supervision of the President, the Vice President for Policy and Research is one of the five accreditation professional positions within the Accrediting Commission for Community and Junior Colleges (ACCJC). The Vice President has advanced knowledge of accreditation and quality assurance practices in higher education, the ability to work well with the Commission staff and the Commissioners, and the ability to provide service and guidance to evaluation teams and member institutions. The Vice President has excellent written and oral communication skills, and a collegial work style that assures member institutions and Commission staff will interact freely. The Vice President has a strong commitment to the ideals and goals of peer review in higher education and the ways in which accreditation can advance institutional effectiveness with respect to student outcomes.

- The Vice President has primary responsibility for major policy projects of the Commission, including revisions of standards, revision of existing policies and development of new policies, and development of policy-related publications such as the Accreditation Reference Handbook.
- The Vice President serves as primary respondent to the member institutions on matters of policy and policy interpretation.
- The Vice President collects annual report data from institutions as part of the ACCJC’s research and monitoring functions.
- The Vice President has primary responsibility for designing processes that evaluate and review ACCJC practices to support the Commission’s own quality improvement and process, and for designing research and quality improvement projects that advance the interests of ACCJC.
- The Vice President has primary responsibility for preparing ACCJC’s applications for recognition to the U.S. Department of Education and the Council for Higher Education Accreditation.
- The Vice President provides direct support for the Commission’s work in the areas of policy, research and evaluation, and planning, by providing support to the Policy Committee and Evaluation and Planning Committee.
- The Vice President has responsibility for working with the ACCJC’s professional team to develop and deliver team and college training events, manuals, materials, and publications, and educational programming, and participates in the development and maintenance of the ACCJC website and the annual conference. The Vice President participates with other professional staff in training colleges and teams.
- The Vice President provides editorial guidance to assist team chairs in finalizing team reports, and serves as staff reader for Commission consideration of the assigned reports.

- The Vice President prepares communications on Commission actions on policy for the member institutions.
- The Vice President attends conferences on accreditation and quality assurance matters, and makes public presentations on accreditation and higher education quality that advance the purposes of the ACCJC. The Vice President may apply for and serve as principal investigator for grants that advance the ACCJC's mission and serve member colleges from such organizations as the Lumina or Carnegie Foundations.
- The Vice President provides general support to the Commissioners, and accepts other duties as assigned by the President.

QUALIFICATIONS:

The successful candidate must have an advanced familiarity with institutional accreditation in American higher education and experience with the accreditation process; successful faculty or administrative experience at an institution of higher education, preferably a community or junior college; demonstrated leadership, management and organizational skills; demonstrated skills in working collaboratively with people; ability to write clear prose, including policy language, and to edit and hone one's own writing to maximize clarity; ability to edit the written work of others to assure clarity and accuracy; ability to speak effectively in public settings; ability to use Microsoft Office software, and other information technologies, to create, store and present information; ability to use or willingness to learn and use other software, including WordPress, Survey Monkey, and other software; ability to work as part of a professional team; willingness to travel and maintain an active travel schedule; ability to analyze research data the Commission collects; ability to design survey instruments on behalf of the Commission; ability to plan and execute strategies for field input, including training sessions, webinars, committee meetings, and conference calls.

Necessary credentials: A Bachelor's degree and a Master's degree; a doctorate is preferred. Degrees must have been awarded by accredited institutions.

Necessary experience: Progressive experience in higher education leading to an administrative position and demonstrated leadership experience in higher education.

SALARY: Begins at \$155,000 and is commensurate with qualifications and experience. The Commission offers a health benefits program, a generous employer-paid defined contribution toward retirement, 21 days' vacation, and approximately 13 holidays.

ANTICIPATED STARTING DATE: As soon as possible, and no later than July 1, 2016.

APPLICATIONS: Review of applications begins on or about April 4, 2016 and continues until the position is filled. Please send letter of application, resume, and contact information for four references to:

Dr. Barbara A. Beno, President
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