Position Specification

Assistant Vice Provost for Institutional Research

The University of Toledo

February 2021
The Opportunity
The University of Toledo is at a transformative juncture with new leadership in the President’s office and a renewed focus on essential operations vital to the continued success and growth of the university. As part of these key priorities, the Office of Institutional Research will play a critical role in providing comprehensive data for reporting, analysis, and actionable insight. A national search is underway for the Assistant Vice Provost for Institutional Research (AVP, IR) who will serve as the senior university executive responsible for providing strategic leadership for and overall management of the Office of Institutional Research.

The Assistant Vice Provost for Institutional Research, reporting to the Provost and Executive Vice President for Academic Affairs, is responsible for the administration and leadership of the university Office of Institutional Research. The AVP, IR’s primary responsibilities are to provide professional and technical leadership to the Institutional Research staff and to facilitate collaboration among several institutional entities including but not limited to IR, the Registrar, Human Resources, Information Technology, the Associate Vice Provost for Student Success, and various academic units. Through these efforts, the office will provide reports and data analysis in an accurate and timely basis to many campus constituents and external reporting agencies. The AVP, IR will maintain and enhance institutional reporting and analytical capabilities through the development of improved, centralized data management and data collection processes. The AVP, IR is responsible for providing leadership in supporting the institution’s strategic planning process, accreditation and assessment process, and in developing and sustaining a "culture of evidence."

Key Responsibilities
The Assistant Vice Provost for Institutional Research will be tasked with following duties and responsibilities:

- Lead the identification of institutional information needs: collecting, analyzing, interpreting and reporting data and information.
- Provide expert consultation, data analysis and interpretation, and research methodology to university leadership.
- Develop methods for gathering and analyzing data regarding learning outcomes and student and institutional characteristics, area demographics, community needs assessments, student enrollment, retention and attrition studies, institutional effectiveness and the effectiveness of various instructional and research methodologies.
- Lead and direct all efforts in preparation of reports for state, federal, and other agencies as required, including state subsidy analysis and modeling.
- Ensure and assist the university and colleges in meeting regional and specialty accreditation data requirements. Assist with data and analysis as relates to strategic planning, accreditation, retention, and other initiatives.
- Manage the IR office which includes staff leadership and administration, as well as administer departmental budget.
- Represent the University of Toledo for ODHE data reporting as the HEI liaison.
- Develop, coordinate and publish annual data fact book.
- Keep the IR web pages and data tools up to date with IR reports.
- Manage priorities and respond to various ad hoc requests for data and reports. Provide regular scheduled data reports on a timely basis.
Critical Success Factors
The Provost and Executive Vice President for Academic Affairs has identified the following factors most critical to accomplish in year one to ensure success:

- Facilitation of data needs for completion of HLC reaffirmation process;
- Coordination of IR staff and responsibilities;
- Provide support to enable strategic and data-informed decision making around both academic affairs and budgets;
- Meeting requirements for standard reporting (state and federal);
- Managing timelines and processes for regular reporting requirements; developing a public-facing set of engaging high-level reports to provide general information about the institution and to highlight progress on strategic goals.

Professional Experience and Qualifications
The University of Toledo seeks a committed and experienced professional with a minimum of 5 years of proven leadership related to institutional research and planning in a higher education environment. The successful candidate must have demonstrated experience proactively utilizing data, research, and information to identify and make recommendations for institutional insight and decision making. A Master’s degree in an appropriate discipline such as education, social science, policy analysis, information technologies, statistics, etc. is required. A Doctoral degree in an appropriate discipline and in addition to the above, significant experience with higher education reporting to the state and federal government is preferred.

Additionally, a highly qualified candidate will possess many of the following experiences, qualifications, and attributes:

- Working knowledge of higher education ERP systems, particularly Banner, and background in the application of data warehouse technologies including use of SQL and statistical analysis packages such as SAS, SPSS or R.
- Persuasive and influential communication abilities with high oral and written communication skills;
- Ability to manage projects in detail and simultaneously see the big picture;
- Experience accomplishing goals within a specified timeframe and budget;
- Ability to develop and implement policies, procedures, goals, and objectives;
- Ability to evaluate process effectiveness and develop change or alternatives;
- Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives;
- Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices;
- Ability to establish and maintain effective working relationships; and
- Ability to create/develop/manage high performing teams.
The Office of Institutional Research
The Office of Institutional Research supports the fulfillment of the University's mission by providing objective and insightful analysis and information to the University community. The IR office is currently staffed by six full time employees and two graduate students.

https://www.utoledo.edu/offices/institutional-research/

The University
The University of Toledo (UToledo) is a student-centered, public metropolitan research university serving almost 20,000 students located in Toledo, Ohio. UToledo draws students from across the U.S. and nearly 80 countries. The University was established in 1872 and became a member of the state university system in 1967. It is one of 14 state universities in Ohio, offering full- and part-time courses of studies as well as day, evening and online programs at the associate, bachelor, graduate and doctoral levels. The University is accredited by The Higher Learning Commission and is composed of 13 colleges; Arts and Letters, Business and Innovation, Education, Engineering, Graduate Studies, Health and Human Services, Honors, Law, Medicine and Life Sciences, Natural Sciences and Mathematics, Nursing, Pharmacy and Pharmaceutical Sciences, and University College.

UToledo has developed into a comprehensive research university and is known for its curriculum in the science, engineering and medical fields. The University includes five campuses with more than 100 major buildings and a combined area of more 1,400 acres. The Main Campus, known for its Gothic architecture, is in the Ottawa Hills and Old Orchard neighborhoods of Toledo. The 450-acre Health Science Campus includes the University of Toledo Medical Center, which is a Level 3 trauma center, an orthopedics center, a certified rehabilitation hospital and centers offering innovative treatments for stroke and cancer. The Health Science Campus also houses the Lloyd A. Jacobs Interprofessional Immersive Simulation Center, a state-of-the-art learning facility featuring virtual and interactive learning labs. The University's facilities also include the 160-acre Scott Park satellite campus, the Center for Visual Arts (located at the Toledo Museum of Arts) and the Lake Erie Center, a research and education facility located at Maumee Bay State Park.

Mission
The University of Toledo is a national, public research university where students obtain a world-class education and become part of a diverse community of leaders committed to improving the human condition in the region and the world.

Vision
The University of Toledo will be a nationally ranked, public research university with internationally recognized expertise and exceptional strength in discovery, teaching, clinical practice and service.

Values
- Excellence
- Student-centeredness
- Research and Scholarship
- Professionalism and Leadership
- Diversity
Points of Pride

Thanks to the ongoing commitment of exceptional faculty, physicians, researchers, staff and students, The University of Toledo is proud to continually raise our national status among America’s best universities.

The following rankings and recognitions are just a few of the accolades UToledo colleges and their esteemed programs have earned recently.

- UToledo contributes $3.3 billion to the region’s economy each year. One-third of our graduates stay in the area, fueling the growth of both Toledo and northwest Ohio.
- UToledo’s six-year graduation rates reached record highs in 2020 following eight consecutive years of increased first-to-second year retention rates.
- UToledo has 20 academic programs — including undergraduate, graduate, online and professional programs — that are nationally ranked by U.S. News & World Report.
- UToledo’s research profile continues to grow with research funding increasing 18.5% in fiscal year 2020 from the previous year. Funding is up 44% from where it was just four years ago.
- The University is ranked among the top 100 public universities in the latest Wall Street Journal/Times Higher Education Rankings.

The City of Toledo

Toledo is in northwest Ohio at the western end of Lake Erie, bordering Michigan. Home to the automotive industry that focuses on vehicle assembly and parts production, the city also boasts a vibrant arts community, including the world-renowned Toledo Museum of Art. Toledo is also home to the Mud Hens minor league baseball team and Walleye ice hockey team. There are three large theaters and an 8000-seat arena in Toledo, and the city’s proximity to Lake Erie provides abundant opportunity for water sports. Toledo also offers easy access to Detroit for additional amenities in cultural and sports entertainment.

The city was founded in 1833 and was originally incorporated as part of Monroe County, Michigan. Toledo was re-founded in 1837 after the conclusion of the Toledo War, when it was incorporated into Ohio. The city grew quickly after the construction of the Miami and Erie Canals and benefited from its position on the railway line between New York City and Chicago. As of the 2010 census, Toledo’s population was 287,208, making it the 71-st largest city in the United States.

Toledo is the fourth largest city in the state of Ohio and is centrally located among several large cities and sites in the region, including:
- Ann Arbor, MI - 45 minutes away
- Detroit, MI - 1 hour away
- Romulus, MI, (Detroit Metro Airport) - 45 minutes away
- Chicago, IL - 4 hours away
- Cleveland, OH - 2 hours away
- New York, NY - 10 hours away
- Pittsburgh, PA - 4 hours away
- Washington, D.C. - 9 hours away

Toledo has been, and continues to be, built on the spirit of innovation and new market development and is at the center for business professionals and companies demonstrating cutting-edge technology and an accomplished talent pool. Numerous companies call Toledo their home and offer professional
opportunities for students looking to gain hands-on, real-life experiences. The region has numerous businesses, healthcare systems, education systems, and legal firms that offer opportunities for employment and internships. Northwestern Ohio is home to many Fortune 500 firms such as Owens-Corning, Libbey Glass, Dana Corporation, and Marathon Petroleum.

**Compensation and Benefits**
The University of Toledo offers outstanding benefits and retirement programs. Compensation arrangements are competitive and commensurate with both experience and achievement.

**Application Procedures**
Applications should include a detailed curriculum vitae and a letter of interest that highlights the applicant’s personal vision and relevant leadership experience. To ensure full consideration, inquiries, nominations and applications should be submitted electronically, in confidence to Melissa Hurst, Executive Director of Talent Strategy and Development: melissa.hurst@utoledo.edu.

**EEOO Statement**
The University of Toledo is an equal opportunity, affirmative action employer. The University of Toledo does not discriminate in employment, educational programs, or activities on the basis of race, color, religion, sex, age, ancestry, national origin, sexual orientation, gender identity and expression, military or veteran status, disability, familial status, or political affiliation.

The University of Toledo provides reasonable accommodation to individuals with disabilities. If you require accommodation to complete an application or for testing or interviewing, please apply online for an accommodation request.