



Job Vacancy Announcement  
**Director of Institutional Effectiveness and Teaching Excellence**

**POSITION TITLE:** Director of Institutional Effectiveness and Teaching Excellence

**JVA#:** 2026-08

**DEPARTMENT** Office of the University President

**POSITION SUMMARY:** The Director of Institutional Effectiveness and Teaching Excellence is a senior leadership role responsible for advancing academic excellence, institutional accountability, and continuous improvement across the university. This role integrates two essential domains: **Institutional Effectiveness** — leading research, data analysis, planning, assessment, and accreditation. **Teaching & Learning** — fostering innovation, instructional quality, and faculty development through the Teaching & Learning Center.

The Director works collaboratively with faculty, staff, administrators, and external partners to ensure that student success, institutional outcomes, and instructional excellence align with the university's mission, values, and strategic priorities.

**POSITION CLASSIFICATION/COMPENSATION:** This position is a Nonclassified, full-time, and carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

**CORE RESPONSIBILITIES:**

**Institutional Effectiveness**

- Lead the development, implementation, and monitoring of institutional assessment plans to measure student learning outcomes, program effectiveness, and university performance.
- Provide institutional-level data required for academic program review, national accreditation reports, and externally funded grant applications.
- Provide institutional data, analysis, and reporting in support of accreditation activities, in coordination with the Provost's office.
- Serve as the university's IPEDS Keyholder, ensuring accurate reporting and leveraging national databases for benchmarking.
- Oversee institutional research, data collection, and analysis to inform decision-making, planning, and resource allocation.

- Develop and monitor key performance indicators (KPIs) aligned with the university's strategic plan.
- Maintain, distribute, and present data, dashboards, and reports clearly to stakeholders, including the Board of Governors.
- Ensure effective use of data visualization and analytics platforms (e.g., Power BI).
- Monitor the accuracy, reliability, and integrity of institutional data, collaborating with IT and other offices.
- Consult with and assist university personnel in developing surveys, questionnaires, and other institutional studies.
- Support student evaluations of faculty, university-wide surveys, and other tools that assess engagement, satisfaction, and performance.
- Promote best practices in institutional research and data-informed decision-making.
- Lead timely completion of state, federal, and external reports; develop efficient processes for collecting and analyzing data.
- Maintain the institutional effectiveness website with commonly used data (retention, graduation, enrollment, degrees awarded, survey results, strategic plan, accreditation documents).
- Participate in the creation and monitoring of the university's integrated strategic plan, ensuring performance metrics are tracked and progress communicated.
- Serve as a member of the President's Cabinet and other university-wide groups.
- Represent the university at state, federal, and professional meetings and conferences, providing leadership where appropriate.
- Perform special projects and additional duties as assigned by the President.

## **Teaching & Learning**

- Lead the creation and development of the University's Teaching & Learning Center, including vision, structure, programming, and partnerships to support BSU faculty and regional K-12 professional development and research-based instructional practices.
- Lead the Teaching & Learning Center to support faculty development and instructional excellence.
- Design and deliver professional development workshops and resources promoting evidence-based pedagogy and active learning strategies.
- Provide individual and group consultations to enhance course design, instructional methods, and assessment strategies.
- Support the integration of instructional technology and innovative teaching tools across academic programs.
- Foster a culture of inclusive and equitable teaching practices.
- Develop mentoring programs for early-career faculty and adjunct instructors.
- Partner with online and hybrid program leaders to ensure instructional quality across modalities.
- Partner with university personnel to promote high-impact educational practices that strengthen retention, persistence, and graduation outcomes.

- Engage external partners and networks to strengthen faculty innovation and student success.
- Contribute to grants and external funding opportunities that support faculty development and teaching innovation.
- Perform other duties as assigned.

**MINIMUM REQUIRED QUALIFICATIONS:** Master’s degree required. Minimum of 7-10 years of progressive leadership experience in data analysis, education, institutional research, faculty development, or related field. In addition, meet these specific skills:

- Proven record of leading successful institutional effectiveness and teaching initiatives.
- Expertise in assessment, accreditation, instructional design, and educational technology.
- Strong leadership, project management, and organizational skills.
- Excellent communication and interpersonal skills with the ability to work collaboratively across diverse teams.
- Demonstrated commitment to inclusive excellence and equity in higher education.
- Experience with learning management systems, student success analytics, and institutional data systems.
- Ability to translate complex data into actionable insights for senior leadership and campus stakeholders.
- Record of successful supervision and development of professional staff.

**PREFERRED QUALIFICATIONS:** Doctorate (Ph.D., Ed.D, or related field).

**THE UNIVERSITY:** Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor’s, and master’s degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

**CLOSING DATE:** Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State University is an HBCU, EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.*