



# EXECUTIVE SEARCH PROFILE

## DIRECTOR OF INSTITUTIONAL RESEARCH, PLANNING AND ASSESSMENT



# RANDOLPH COLLEGE

*Founded as Randolph-Macon Woman's College in 1891*



R.H. PERRY & ASSOCIATES  
SEARCH COUNSEL TO HIGHER EDUCATION



## THE OPPORTUNITY

Reporting directly to the President and serving on the Senior Staff, the Director of Institutional Research, Planning and Assessment provides leadership and support for the assessment plans for all of the College's administrative and academic units. This responsibility encompasses directing the institutional data gathering, analysis, interpretation and dissemination and leading the institutional planning activities for the College.

## HISTORY

For more than a century, Randolph College was known as Randolph-Macon Woman's College, one of the South's top institutions of higher learning for women. The college was founded in 1891; the first class had 36 students and 12 professors. The College was the first women's college south of Washington, DC to receive a Phi Beta Kappa chapter. On July 1, 2007, the college officially changed its name to Randolph College as part of the historic decision to admit men for the first time into the class of 2011.

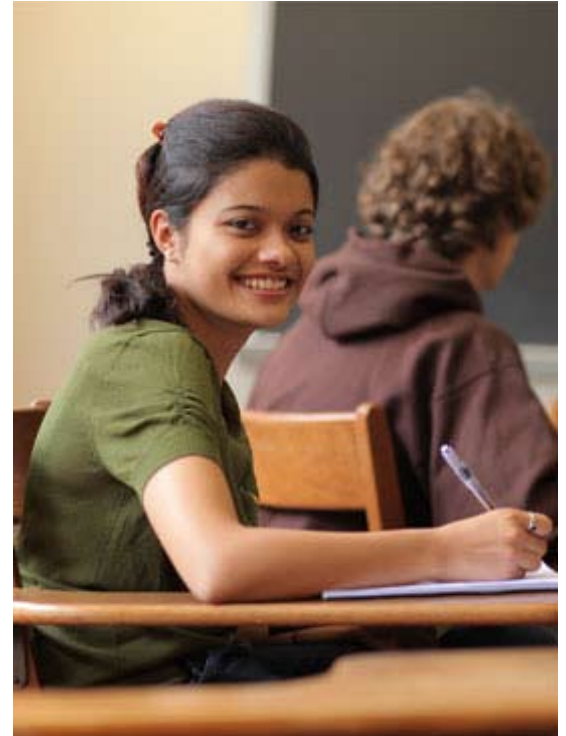
## PROGRAMS OF STUDY

With a growing enrollment, Randolph College offers a global, individualized and career-oriented education. The College offers 50 majors and minors, as well as pre-professional programs in nursing and engineering. In addition, Randolph offers a Master of Arts in Teaching and Master of Education.

## NATIONAL RANKINGS

- Randolph College was the only private college in Virginia named a Best College Buy in the latest rankings from **FORBES** and the **Center for College Affordability and Productivity (CACP)**. Randolph College also earned a spot in **Forbes Americas Best 600 Colleges** list and **Best Liberal Arts Colleges** list, and the **Best Colleges In The South** list.
- **The National Survey of Student Engagement (NSSE)** surveys undergraduates at four-year colleges and universities to assess the extent to which they engage in a variety of good educational practices. Randolph scored consistently and substantially higher than both the national average and the majority of liberal arts schools nationwide.





## NATIONAL RANKINGS (*continued*)

- *Colleges of Distinction*, which honors a select group of colleges and universities, cited Randolph College for excelling in four areas: “engaged students,” “great teaching,” “vibrant communities” and “successful outcomes.”
- The *Fiske Guide to Colleges*, 2010 edition, gave the College high praise for the rigor of its academic programs, naming it one of the “best and most interesting” colleges. Randolph College is one of just 12 colleges in Virginia and 330 nationwide to be so recognized. The Fiske profile touts Randolph’s strong academic programs, faculty/student relationships, close community, and international focus.
- *The Princeton Review’s Best 371 Colleges*, 2010 edition named Randolph College a “Best Southeast College” and lauded the College’s outstanding academics
- The *U. S. News & World Report’s America’s Best Colleges* 2010 edition, ranked Randolph College 118 out of 266 national liberal arts colleges, placing the College in “Tier One” of their rankings.
- Randolph College is one of only 276 colleges nationwide with a chapter of Phi Beta Kappa.
- Randolph College ranks in the top **10 percent** of baccalaureate-granting institutions nationwide in the percentage of students who go on to earn a Ph.D.
- Over the past eight years, the medical school acceptance rate of Randolph College’s graduates has been nearly **29 percent higher** than the national average.
- Randolph College has consistently ranked in the top **1 percent** nationwide of alumnae percentage of participating in giving, placing the College in the top 30 institutions nationwide.
- 68% of Randolph’s alumnae attend graduate school within five years of graduation.



## **DUTIES AND RESPONSIBILITIES:**

### **Research**

- With the assistance of the Registrar, gather and analyze data for the College and comparison sets
  - Fact Book
  - Dashboard and critical indicators
  - IPEDS data
  - Student surveys (CIRP, NSSE)
  - Common data set
  - HEDS, AAUP faculty salary data
  - Guidebooks (US News, Princeton Review, Wintergreen Orchard House, Barons)
- Act as liaison with the Higher Education Data Sharing (HEDS) consortium

### **Planning**

- Develop and direct all long- and short-term planning activities in support of the College's mission, in concert with Senior Staff and the Business Office
  - Establish annual and long-term planning processes
  - Link planning to the Strategic Plan and its implementation
  - Solicit and help develop and prioritize initiatives
  - Plan and coordinate Senior Staff retreats
  - Coordinate with Director of Finance and Budget Committees to insure integration of planning and budgeting on budgets and long-term financial model
  - Monitor progress toward planning objectives and assess results
- Coordinate formulation and implementation of the future Strategic Plan

### **Assessment**

- Chair the Institutional Effectiveness Committee
- Design and implement assessment guidelines and learning outcomes
- Oversee and coordinate data collection activities, including surveys, focus groups, and non-academic testing
- Assist all academic and administrative units
  - Comply with SACS and other accrediting bodies in demonstrating on-going and integrated institutional assessment
  - Educate and assist staff and faculty in using assessment tools such as Weave Online effectively
- Ensure that assessment is linked with annual budgeting and planning activities
- Direct the Intercultural Competence QEP Project Committee

### **SACS**

- Act as SACS liaison



## QUALIFICATIONS

**The Randolph College is seeking a new Director with the following qualifications:**

- Masters required, Ph. D. preferred, in a related field;
- Strong organizational skills and demonstrated experience in collaborative project management;
- Two - five years experience using statistical research methods common in social sciences;
- Strong communication and interpersonal skills;
- Knowledge of computer hardware and software necessary for data gathering, analysis, interpretation and dissemination;
- Ability and willingness to provide workshops and training sessions for staff in use of data collection and management software and assessment tools such as Weave Online;
- Proven ability to manage complex and changing operations;
- Proven ability to complete work efficiently and in a timely manner;
- Support for the College mission in all work activities; and
- Personal initiative.



# RANDOLPH COLLEGE KEY INDICATORS 2010

Type of College	Private
Degrees	BA, BS, BFA, M.Ed, MAT
Admissions - First Time Freshman	Applications Received: 734 Students Admitted: 663 Students enrolled: 163
Student Enrollment, Fall, 2010	Full time: 510: Graduate: 7
Tuition Discount Rate	52%
Tuition, Fees, Room and Board	\$39,249
Endowment	\$135,000,000
Average SAT Score and GPAs High School Rankings	SAT mid-range (reading and math) 1000-1220 GPA's between 3.2 and 3.7 30% of incoming freshmen were in the top 10% of class
Freshman Retention Rate	78.5%
Six year graduation rate average for classes Enrolled in 2000-2004	64%
Living Alumnae and Alumni:	13,000
Number of Full-time Faculty: Tenured	69 51 87% hold doctorate degrees; 96% hold doctorate or highest degree in field
Student/Teacher Ratio:	Average class size: 12 Student /faculty ratio 7:1
Library Volumes	Paper volumes: 197,823 Ebooks: 64,319
Athletics League	ODAC
Accreditation:	SACS Education Program: TEAC Chemistry Program: ACS



## APPLICATION PROCEDURES

Applications are due by **February 21, 2011** when screening will begin. To be considered, candidates should e-mail, as Microsoft Word or Adobe Acrobat attachments: 1) a cover letter that addresses the duties and qualifications listed above; 2) a current résumé or curriculum vita; and 3) the names, phone numbers, and e-mail addresses of three references to: **Randolph@rhperry.com**

## FOR FURTHER INFORMATION, PLEASE CONTACT:

**Neil A. Stein, *Vice President***

**R.H. PERRY & ASSOCIATES**

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**Randolph@rhperry.com**

## POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

*Randolph College is an affirmative action, equal opportunity institution.*

**www.randolphcollege.edu**

