

Institutional Effectiveness Partnership Initiative
Partnership Resource Team Member and Lead Job Description
February 23, 2015

- I. IEPI visiting teams providing technical assistance to client colleges are referred to as Partnership Resource Teams (PRTs).
- II. Members of each Institutional Effectiveness Partnership Initiative Partnership Resource Team are expected to do the following:
 - A. Commit to at least three visits to the client college:
 - 1. Initial assessment of college needs and issues, discussion of college actions taken to date, and preliminary consideration of prospective solutions
 - 2. Review and discussion of suggested strategies for addressing the needs and issues, and assistance to the college in preparation of its improvement plan
 - 3. Follow-up on progress with recommendations for course corrections if needed
 - B. Participate in Partnership Resource Team training as requested.
 - C. Apply a high standard of expertise and judgment in helping the college improve its institutional effectiveness.
 - D. Take into consideration the specific needs, culture, and practices of the college.
 - E. Recognize college personnel as problem-solving peers.
 - F. Convey a helpful attitude toward college personnel and other Team members.
 - G. Focus on sustainable sound practices and solutions more than on problems.
 - H. Keep an open mind about issues and prospective solutions.
 - I. Maintain the highest standard of confidentiality with respect to information about client colleges.
 - J. Coordinate all work with other Team members.
 - K. Prepare for each visit thoroughly, including the review and analysis of applicable documents and formulation of both substantive and clarifying questions before the first visit.
 - L. Interview college personnel and attend college committee meetings as needed to arrive at a thorough understanding of the college's needs and issues related to institutional effectiveness.
 - M. Summarize major findings and recommendations at the end of each visit. Include specific areas where other IEPI resources would help the college implement its improvement plan.
 - N. Respond in timely fashion to requests for information and paperwork (e.g., travel reimbursement forms) by the Team Lead, Project Director, or other IEPI staff.
- III. In addition, the Partnership Resource Team Lead is expected to do the following:
 - A. Participate in additional training for Leads.
 - B. Coordinate the work of the Team while on campus.
 - C. In consultation with Team members, establish protocols for communication with the college between visits.
 - D. Notify the Project Director as soon as possible if it becomes clear that the Team requires augmentation to address the applicable needs and issues.
 - E. Notify the Project Director of concerns or issues at the college beyond the scope of the Team.
 - F. Seek to resolve any significant concerns or issues that arise in the Team's work; notify the Project Director if such efforts are unsuccessful.
 - G. Drawing from summaries prepared by Team members, provide a summary of major findings and recommendations to the Project Director after each visit, and participate in a follow-up phone conference with the Project Director.
 - H. Provide the Project Director with a copy of the Team's feedback on the college's draft improvement plan, the adopted version of that plan, and each subsequent update.