

JOB TITLE: Associate Vice President for Faculty Diversity, Equity, and Inclusion

Grade:

REPORTS TO: Provost

SUMMARY: The Associate Vice President for Faculty Diversity, Equity, and Inclusion is an integral part of the diversity, equity, and inclusion team that leads St. Edward's University's commitment and strategy to be a diverse, anti-racist, equitable, and inclusive university. S/he/they are responsible for setting and implementing an overarching vision of faculty diversity, equity, and inclusion (DEI) for St. Edward's University—both at the programmatic and administrative levels—that works to eliminate systemic organizational marginalization and promotes inclusion and anti-racist practices that will be evidenced through our structures, customs, leadership, and teaching. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

BASIC FUNCTION:

The AVP for Faculty Diversity Equity and Inclusion (AVP FDEI) serves as an advocate for faculty diversity, equity and inclusion in the overall academic program, partnering with the Provost in supporting individual faculty members and academic schools. The AVP advances principles of DEI in three significant domains: (1) recruitment and retention of diverse faculty; (2) ongoing professional development promoting inclusive teaching and anti-racist, culturally responsive pedagogies; and (3) consultations and referrals for situations involving microaggressions, implicit bias, discriminatory practices, etc.

The AVP for FDEI helps facilitate faculty search processes, assists with faculty workshops on topics of diversity, equity, and inclusion, and works to develop insights into demographic data across academic schools. The AVP for FDEI will also co-lead the implementation of university initiatives on Diversity, Equity, and Inclusion that pertain to Academic Affairs in coordination with Student Affairs (the Director of Student Diversity and Inclusion) and Human Resources (the AVP for Human Resources and Diversity and Inclusion). The AVP for FDEI is an active listener and will also serve as an active member on the Faculty Committee for Diversity and Inclusion; the President's Advisory Council for a Respectful, Inclusive Community; the Diversity, Equity, and Inclusion Integration Team (DEIIT); and the Bias Incident Response Team (on incidents pertaining to faculty).

The AVP for FDEI will also help faculty navigate concerns around profession, climate, and community related to diversity, equity, and inclusion. The AVP for DEI will also serve as a resource to advance integration of diversity, equity, and inclusion topics into the curriculum and into pedagogical approaches to the curriculum.

The AVP for FDEI position is an administrative faculty position that reports directly to the provost pertaining to the duties in this job description.

QUALIFICATIONS: A doctorate or terminal degree in a relevant field is required. Strong knowledge of and experience with current and best practices in diversity, equity, and inclusion, particularly as related to faculty, is required. Rank of Associate Professor or higher preferred. Preference will be given to individuals with previous academic administrative experience and who are multilingual.

GENERAL RESPONSIBILITIES:

- Emphasize the importance of improving faculty diversity and keeping it in the forefront of faculty recruitment and retention efforts by:
 - Training search committees to utilize best practices in their outreach and recruitment efforts
 - Works with Human Resources to develop recruitment strategies that attract underrepresented candidates.
 - Sharing and presenting resources developed in conjunction with Human Resources to search committees.
 - Monitors, evaluates, and assesses adequacy of diversity of candidates in the hiring and screening process.

- Participating in the review and interpretation of data related to hiring, retention, and promotion/tenure.
- Advocating persistently and vigilantly for social justice and equity in teaching and research.
- Serving as a visible champion to bring issues raised by faculty to the attention of the provost and President's Cabinet.
- Providing leadership to encourage both formal and informal organizational change initiatives.
- Implement best practices to promote faculty diversity, equity, and inclusion through the development and review of school and university policies by:
 - Identifying opportunities to improve the climate for recruitment and retention of a diverse faculty.
 - Support equitable promotion and tenure policies and the work of the Faculty Evaluation Committee
 - Work with the deans and school committees to support equitable faculty development opportunities and processes.
 - Identifying opportunities to develop faculty mentoring and new professional development programs, in conjunction with Human Resources and the Center for Teaching Excellence
 - Collaborating with the Center for Teaching Excellence (CTE) on ongoing faculty professional development to build on anti-racist and inclusive teaching practices across campus
 - Communicating and demonstrating how the university's diversity, equity, and inclusion initiatives are aligned with the university's mission and strategic plan
- Engage the broader university community in diversity efforts by:
 - Creating opportunities for sustained dialogue about diversity, equity, and inclusion within departments and schools.
 - Participating and supporting enrollment management in the university's recruitment and retention of underrepresented groups.
 - Working with Student Affairs to ensure integration with student-directed initiatives related to diversity, equity, and inclusion.
 - Sharing updates related to diversity, equity, and inclusion with faculty and staff.

SCHEDULE:

OCCUPATIONAL GROUP:

SUPERVISION RECEIVED: The AVP for FDEI reports to the Provost.

SUPERVISION EXERCISED: N/A. The AVP for FDEI will work in partnership with many stakeholders, including academic administration, faculty, Student Affairs, Human Resources, and the Center for Teaching Excellence.

EXPECTATIONS: The incumbent is expected to have or possess:

- Strong interpersonal skills and emotional intelligence.
- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons.
- Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Has knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands, and deal with frequent change, delays, or unexpected events.
- Ability to accept supervision, assignments, change, and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Carry out all responsibilities and objectives in a professional manner.
- Accept and render constructive criticism in a professional manner.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edward's University.