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Requisition Number:

4186BR

College/Division:

Diversity and Inclusion

Organization:

Office of Faculty Diversity and Recruitment

Position Title:

Assistant Provost and Assistant VP for Faculty Diversity and Recruitment

DETAILED JOB DESCRIPTION:

Overseeing the Office of Faculty Diversity and Recruitment, the Assistant Provost and Assistant Vice President (AP/AVP) for Faculty Diversity and Recruitment provides institutional leadership for the effective recruitment and advancement of a diverse and excellent faculty. Reporting to the Associate Provost for Faculty Affairs and working closely with the Vice President and Associate Provost for Diversity & Inclusion, the AP/AVP for Faculty Diversity and Recruitment collaborates with senior leaders, faculty, shared governance groups and other senior administrative staff to provide leadership and support all activities of the Office of Faculty Diversity Recruitment (OFDR). Particular emphasis is placed on recruitment of historically underrepresented—primarily African American, Latino American, Native American (AALANA) and women—faculty and providing strategic guidance to support retention-related efforts that include professional development, mentoring, academic diversity and equity, work-life policies and other climate issues.

The AP/AVP works closely with colleagues across the University on a broad array of issues. The focus of the AVP includes strengthening institutional excellence by helping to recruit diverse faculty and meeting with search committee chairs early in the search process to discuss best practices for open and inclusive searches, resources for recruitment available at RIT and elsewhere, and research related to unintended bias that can influence the search and recruitment process; meeting with search committee members or candidates, when available, to answer questions that arise in the search process, or questions that a candidate may have regarding working as a faculty member; working on dual-career issues as they arise in recruitment or retention-related situations by facilitating connections between units within the University, and external resources; addressing issues that arise in the domain of faculty success; and representing the OFDR office both within RIT and externally at regional and national conferences on faculty affairs in higher education.

Key Responsibilities:

Networking and Outreach

- Serves as a resource to identify AALANA and women candidates for consideration for faculty openings across the various colleges at RIT, including PhD and post-terminal degree candidates as appropriate.

- Collaborates, as needed, with the Division of Diversity and Inclusion Marketing Team to develop marketing assets, website information and outreach specifically targeting AALANA and women recruitment efforts.
- Identifies and attends seminars, conferences and association meetings with the specific purpose of developing pipelines of AALANA and women candidates and/or identifying AALANA and women candidates for consideration and placement at RIT.

Office of Faculty Diversity and Recruitment

- Provides fiscal and administrative oversight regarding annual budget development and reporting.
- Oversees day-to-day budget management.
- Supervises administrative and program staff.
- Develops and refines a comprehensive vision of campus faculty diversity and generate long and short-range goals, strategies, and structures to attract, promote and retain faculty.
- Provides strategic planning and influences policy development.
- Assists in research and formulation of policies impacting institution's recruitment and retention of faculty.
- Works with deans, academic faculty senate and other groups to encourage collaborative and cross-institutional faculty orientation, mentoring and development programs as requested.

Future Faculty Career Exploration Program (FFCEP)

- Offers a three and a half day, all-expense paid, professional career development and talent acquisition program that may serve as a bridge into the professoriate for historically underrepresented faculty of color (AALANA) and women.
- Informs a vast number of faculty of color and PhD students of color about the program to enable discovery of the brightest talent while at the same time discovering the unique multicultural experiences of the Rochester community.
- Collaborates with deans of the colleges within the university who engage future faculty participants in discussions about their academic work and career interests.
- Provides a platform for the faculty to share RIT's teaching and research agenda and to dialogue on current open and anticipated faculty positions.

External relations, partnership development and engagement

- Represents the University in discussions of faculty and institutional diversity in the national higher education community; participate in outreach programs to engage diverse local, state, and regional communities and partnerships.
- Develops on-going working relationships with outside universities and associations that graduate and support placement of AALANA and women PhD candidates in order to ensure they are presented for review by search committees for current and future openings, with an emphasis on tenure track opportunities.

Faculty Affairs

- Brokers credible external education for academic faculty search committees, engages in active recruiting best practices to broaden faculty applicant pools, training, and works to increase retention within underrepresented populations of minorities and women.
- Oversees and monitors the NTID Faculty Recruitment position and engages in overall collaboration with the NTID Office of Diversity and Inclusion
- Oversees the Request for Proposal process for RIT Future Faculty Fellowship program, which is an extension of the FFCEP initiative, and supports marketing and outreach for applications; supports recommendations for professional development plans.
- Supports development and administering of the annual New Faculty Orientation and university wide Mentoring Program and other career development programs.

Provide support to the AALANA Faculty Advisory Council (AFAC), the Faculty Associate for AALANA Faculty and the Faculty Associate for Women Faculty

- Researches in the field of best practices and education.
- Serves as diversity advocate to tenure and promotion committees.
- Apprises of network opportunities for seed and grant monies and other means that can help effect change where needed.
- Works with deans and associate deans to ensure that the faculty expectations are clear for the faculty.

Manage partnership with nine colleges and two Centers' College Liaisons who serve as deans' designees in directing department faculty diversity and search committee process:

- Serves as diversity advocate by ensuring equity and fairness are demonstrated throughout the search committee process.
- Develops a comprehensive set of recruitment documents that include information about RIT and our commitment to diversity and pluralism; provides description of faculty research activities, grant and contract funding received by all faculty.
- List opportunities available for departmental peer mentoring and collaborative opportunities, and list articles and information featuring historically underrepresented faculty and their success, serving as a marketing tool for prospects.
- Coordinates college efforts regarding AALANA and women outreach activities including the annual FFCEP, Future Faculty Fellows and Operation Outreach.

DEPARTMENT/COLLEGE DESCRIPTION:

The Division of Diversity & Inclusion works collaboratively with academic and administrative units to provide a holistic range of services that enhance access and success for historically underrepresented students, faculty and staff, support education and scholarship, and ensure a welcoming, inclusive, vibrant and accessible environment for everyone.

REQUIRED MINIMUM QUALIFICATIONS:

- Master's degree in higher education administration, communication, leadership or related field required; doctoral degree preferred.
- 5-10 years of experience working successfully and increasingly responsible experience at a senior level in higher education.
- A distinguished record of experience as a leader, advocate, change agent in academic setting.
- Experience in faculty affairs and faculty development.
- Working knowledge of AA/EEO -requirements
- Demonstrated experience working with multiple internal and external constituencies in setting agendas and implementing alliances.
- Extensive travel is required at 40-50%.

Skills:

- Demonstrated ability to work effectively with both faculty members and administrators.
- Possess an entrepreneurial spirit.
- Effective interpersonal skills, including diplomacy, discretion, and tact.
- Demonstrated experience building relationships and leading teams.
- Knowledge of major academic and diversity issues facing universities, and a strong vision for and commitment to diversity endeavors in a large, private research university.

REQUIRED APPLICATION DOCUMENTS

Cover Letter, Curriculum Vitae or Resume, List of References

HOW TO APPLY:

In order to be considered for this position, you must apply for it at: <http://careers.rit.edu/staff>. Click the link for search openings and in the keyword search field, enter the title of the position or 4186BR. Review of applications will begin immediately and continue until a suitable candidate is found.

The hiring process for this position may require a criminal background check and/or motor vehicle records check. Any verbal or written offer made is contingent on satisfactory results, as determined by Human Resources. RIT does not discriminate. RIT promotes and values diversity, pluralism and inclusion in the work place. RIT provides equal opportunity to all qualified individuals and does not discriminate on the basis of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status or disability in its hiring, admissions, educational programs and activities. RIT provides reasonable accommodations to applicants with disabilities under the Rehabilitation Act, the Americans with Disabilities Act, the New York Human Rights Law, or similar applicable law. If you need reasonable accommodation for any part of the application and hiring process, and you wish to discuss potential accommodations related to your application for employment at RIT, please contact the Human Resources office at 585-475-2424 or email your request to Careers@rit.edu.