

## **Position Purpose**

Drake University seeks an Associate Provost for Campus Equity and Inclusion to coordinate, develop, and oversee efforts towards creating and maintaining an equitable and inclusive university. This position will assist units across campus in setting and achieving meaningful goals relating to inclusive excellence, in support of a vibrant and welcoming campus climate.

The APCEI reports directly to the Provost. The APCEI will also partner with senior administrators, faculty, staff, and students to cultivate and strengthen the campus environment. This position will provide senior administrative leadership for strategic planning and implementation of institutional diversity, equity, and inclusion efforts, including taking actions as outlined by the university's Strategic Diversity Action Team (SDAT).

This position is a three-year renewable appointment, created with the understanding that goals and priorities will shift over the course of years and terms. Part of the work of this office is to create a sustainable plan for continued progress on issues of diversity, equity, and inclusion. In the short-term, however, progress towards certain primary functions is expected.

## **Primary Functions**

The primary functions of this position are:

Plan, implement, and coordinate data-driven efforts based on the results of Drake University 2015 Campus Climate Assessment, including:

- develop and implement an Equity Partners Program, which includes both recruiting, training, and supporting a grassroots set of faculty, staff, and students to be named Equity Partners on Drake's campus and building capacity for the work of the program;
- develop and implement plans, programs, and activities that educate and motivate members of the University community to hold diversity and inclusion as core values to be collectively practiced;
- develop metrics to ensure accountability, tracking, and monitoring of progress, and communicate those measures to the campus community; and
- devise strategies for coordinating the multiple approaches to equity and inclusion already found on campus.

Create and nurture relationships necessary to positively impact campus climate and culture, including:

- coordinate with appropriate offices to develop and implement systems dedicated to the recruitment and retention of students with diverse identities, backgrounds and ideas;
- coordinate policies and practices to support the recruitment and retention of diverse identities, backgrounds and ideas among faculty and staff, including, for example, affinity groups, faculty/staff directories, and discussions around issues of research, service, and teaching evaluations, especially as they relate to promotion and tenure;
- support inclusion-related work of various offices on campus;
- create an institutional-level communication plan that demonstrates visible support for diversity, equity, and inclusion;
- work with appropriate units to develop a model for curricular and co-curricular infusion of issues related to diversity, equity, and inclusion; and
- foster positive community relationships with key constituencies, including alumni, donors, local community members, the Board of Trustees, corporate allies, and foundations.

### **Minimum Qualifications**

Successful applicants must, at minimum:

- Demonstrate a results-oriented, problem-solving, capacity-building and successful record of experience and leadership in higher education, especially in promoting diversity and inclusion;
- Demonstrate high-level communication skills, including speaking, writing, and listening;
- Demonstrate a proven ability to manage competing priorities while initiating and leading large-scale programs and projects;
- Demonstrate an ability to gather and analyze data, and draw sound conclusions from that data;
- Demonstrate an ability to serve as an internal resource or consultant;
- Possess an understanding of the existing network of campus leaders working on issues related to diversity, equity, and inclusion, and a willingness to partner with them in leadership; and
- Have earned a doctorate or other appropriate terminal degree by Spring 2017.