North Carolina State University
Vice Provost for Institutional Equity and Diversity
Raleigh, North Carolina

North Carolina State University (NC State), a research-intensive land grant University, is conducting a search for a Vice Provost for Institutional Equity and Diversity. The Office for Institutional Equity and Diversity (OIED) has an opportunity for a dynamic and knowledgeable professional to lead its team. The successful candidate will promote NC State’s core values of equity and diversity and ensure University compliance with equal opportunity and non-discrimination laws, regulations, and policies. The OIED leads equity and diversity efforts and helps build an inclusive learning, living, and work environment, free from harassment and discrimination for all members of the University community.

NORTH CAROLINA STATE UNIVERSITY: History and Context

NC State is dedicated to excellent teaching, the creation and application of knowledge, and engagement with public and private partners. By uniting its strength in science and technology with a commitment to excellence in a comprehensive range of disciplines, NC State promotes an integrated approach to problem solving that transforms lives and provides leadership for social, economic, and technological development across North Carolina and around the world.

The University was founded in 1887 on the belief that colleges should not be reserved for a select few, but that the children of farmers, mechanics, and other workers should have access to the opportunities and benefits of higher education. A new generation of progressive thinkers founded the college, known then as the North Carolina College of Agriculture and Mechanic Arts. NC State was established under the auspices of the federal Morrill Act of 1862, which allowed the U.S. government to donate federally owned land to the states for the purpose of establishing colleges. The school held its first classes in 1889 with 72 students, six faculty members, and one building.
The 1914 passage of the Smith-Lever Act created an educational partnership between land-grant colleges and the U.S. Department of Agriculture and sparked an era of outreach at the college. This program led North Carolina to establish the Cooperative Agricultural Extension Service (now the North Carolina Cooperative Extension Service) at NC State.

By the 1920s, the school was known as the North Carolina State College. It had grown beyond its original agricultural and mechanical focus, adding schools of engineering, textiles, education, and business, as well as a graduate school. The campus experienced unparalleled growth during the postwar years as the G.I. Bill brought thousands of former servicemen to campus. In the following decades, the college continued to expand its curricula, creating schools of design, forestry, physical and mathematical sciences, and humanities and social sciences. During these years of growth, the school changed its current official name to North Carolina State University at Raleigh. The university celebrated its 100th anniversary in 1987, which also saw the creation of the Centennial Campus, bringing together academic, corporate, government, and nonprofit leaders to partner in teaching, research, and economic development.

NC State is now the state’s largest university and has developed into a vital educational and economic resource with more than 34,000 students, and approximately 8,000 faculty and staff. A wealth of university outreach and extension programs continues to provide services and education to all sectors of the state’s economy and its citizens. Consistently ranked a best value among the nation’s public universities, NC State is an active, vital part of North Carolina life. Today, 128 years after its founding, NC State continues to follow its original mission: opening the doors of higher education to the citizens of North Carolina and providing teaching, research, and extension that strengthen the state and its economy.

Location

Along with Durham and Chapel Hill, Raleigh anchors the Research Triangle, which is a national hotspot for high-tech enterprise. The top companies in the region, including IBM, Cisco Systems, SAS Institute, Biogen Idec, and GlaxoSmithKline, are among the country’s most innovative employers. They also lead the way in hiring NC State graduates.

Raleigh is one of the fastest-growing urban centers in America and is nationally recognized as a city on the rise. In 2014, Forbes ranked Raleigh as number one among U.S. cities for business and careers and for attracting the most families; and as the second best-city in the U.S. for young professionals. In 2014, The American Institute for Economic Research ranked Raleigh as number three among the best midsize U.S. metro areas for college students.
THE OFFICE FOR INSTITUTIONAL EQUITY AND DIVERSITY

The Office for Institutional Equity and Diversity (OIED) is committed to fostering an inclusive, accessible, and diverse intellectual and cultural campus experience related to the mission of the University. The OIED facilitates efforts to ensure equity and opportunity, increases awareness of diversity issues through education, and strengthens relationships across diverse groups. Through these efforts, the OIED promotes cultural competence development, thereby fostering a welcoming and respectful campus. By providing guidance, programming, and outreach to constituent groups and the community, and by adhering to accountability and compliance standards, the OIED prepares students, faculty, and staff for local, state, national, and global collaboration. Specifically, the OIED works to:

- Cultivate a community in which individuals demonstrate respect towards one another;
- Facilitate campus efforts to increase participation, retention, and success of students, faculty, and staff from historically underrepresented groups;
- Ensure that NC State is an equitable and inclusive environment, one that is free from prohibited discrimination and harassment;
- Provide effective awareness and enrichment programming to the NC State Community; and
- Work together, as units of the OIED, to provide a unified, campus-wide approach to ensure that students, faculty, and staff learn and work within a campus defined by the best practices in equity, diversity, and inclusion.

Units within Institutional Equity and Diversity

The OIED is comprised of Equal Opportunity and Equity; Diversity and Inclusion; Education and Training; Multicultural Student Affairs; the African American Cultural Center; the Gay, Lesbian, Bisexual and Transgender Center; and the Women’s Center. In addition to the units described below, the OIED helps to coordinate more than fifteen advisory boards.

Equal Opportunity and Equity

The Equal Opportunity and Equity unit (EOE) is dedicated to serving NC State in the areas of equal opportunity, affirmative action, discrimination and harassment, and employment and hiring. The unit participates in a variety of collaborative partnerships and campus-wide committees to bolster discussions and initiatives around creating welcoming and inclusive environments. EOE oversees University equal opportunity and non-discrimination policies, responds to complaints
regarding policy violations, develops and delivers compliance training and educational outreach, consults with supervisors and managers regarding equal opportunity and equity concerns and initiatives, and helps serve those who qualify for accommodations under the Americans with Disabilities Act (ADA).

The work of EOE contributes to the goal of “enhancing organizational excellence by creating a culture of constant improvement” within NC State’s strategic plan. To facilitate achievement of the goal, EOE helps faculty, staff, and students understand and exercise their rights and responsibilities as provided for them through federal and state law and University policy.

Diversity and Inclusion

NC State garners strength from the variety of perspectives of our campus community. The Diversity and Inclusion (DI) unit within the OIED advocates for equity, diversity, and inclusiveness as critical components to accomplish NC State’s vision to be distinguished in research, and transformative in local and global communities. DI includes separate groups focusing on faculty, staff, and student diversity.

Faculty Diversity The Faculty Diversity Group catalyzes, facilitates, and supports efforts throughout the University to effect culture change, increase diversity, promote success, and develop and sustain an inclusive and welcoming climate for all faculty. This group coordinates and facilitates communication and collaboration among diverse faculty, staff, and students, University officials, and community members outside the University, works to ensure that University policies and practices support the needs and professional development of its diverse faculty; provides information and programs to assist faculty with recruiting and developing desired climate within their units, and provides regular assessments of the status and trends of faculty demographics, climate, and work environment.

Staff Diversity

The Staff Diversity Group promotes a comprehensive approach to staff diversity, working with campus and community members to facilitate diversity awareness, address issues of concern related to diversity in the workplace, promote inclusion of staff at all levels, and improve the recruitment, development, and retention of diverse employees. Other efforts include assessing the institutional climate for staff, diversity institutionalization and planning, and accountability and recognition for diversity planning. Key partners are the Staff Senate Diversity Committee, the Council on the Status of Women, Human Resources, and other campus and external collaborators.

Student Diversity

The Student Diversity Group provides leadership in the University’s efforts to coordinate, implement, and facilitate a comprehensive array of educational and cultural programs to serve our diverse student body. In addition, these efforts promote cultural competence and interaction, as
well as understanding of and appreciation for diversity throughout the University community. Student diversity activities include providing consultation on student recruitment, retention, and success, as well as reviewing and recommending changes to University policies, procedures, and regulations to enhance inclusion and promote diversity in the student population.

**Education and Training**

The Education and Training unit provides diversity and equity related training and workshops for the NC State community, including the Equal Opportunity Institute, the National Coalition Building Institute, and in open enrollment courses.

**Equal Opportunity Institute**

The Equal Opportunity Institute (EOI) is an award-winning NC State certificate program designed to provide University students, employees, and members of the general public a means for developing a comprehensive understanding of equal opportunity issues. The EOI provides a wide range of interesting and thought-provoking workshops, each serving to improve participants' knowledge and skills with the ultimate goal of enhancing the campus as a whole, making NC State an even better place to work and learn. Through their completion of an individually designed plan, participants learn about equal opportunity, diversity, affirmative action, discrimination and harassment, and University policies and procedures.

**National Coalition Building Institute**

NC State is a campus affiliate of the National Coalition Building Institute (NCBI). The campus NCBI team is comprised of students, faculty, and staff from various disciplines who provide proactive workshops designed to improve the overall campus climate for diversity by building a more inclusive environment by demonstrating how to effectively shift prejudicial attitudes in order to be powerful allies for one another. Key initiatives include the Building Bridges Workshops, Strengthening Leadership for Diverse Communities, and Leading Diverse Groups through Conflict. The team is also trained to intervene when tough intergroup conflict arises on the campus, or between the campus and the community.

**Multicultural Student Affairs**

The Department of Multicultural Student Affairs (MSA) researches, designs, and implements unique programs that promote the pursuit of academic success, retention, and graduation of students, with an emphasis on African American, Native American, and Hispanic students. Many of the programs and services expand students’ cultural horizons while honoring their respective cultural experiences.

Target populations for MSA are determined by differences in retention and graduation rates for historically underrepresented groups, as well as anticipated demographic shifts regionally and nationally. In support of its mission, MSA is made up of three units: African American Student
Affairs, Hispanic Student Affairs, and Native American Student Affairs. MSA works in conjunction with a number of University departments and colleges to conduct programs related to recruitment, orientation, retention, and graduation in addition to academic, personal, professional, and cultural development, which foster skills and strategies for being successful at NC State.

**African American Cultural Center**

Located in the Witherspoon Student Center, the African American Cultural Center (AACC) promotes awareness of and appreciation for African American and other African descent experiences through activities and events that enhance academic excellence and strengthen cultural competence for the campus and surrounding communities. The AACC stays actively engaged in the academic life of NC State with programs, resources, and services that facilitate the cultural, intellectual, and social growth of the University community. In support of its mission, the AACC maintains an art gallery and a library and media room. The Center offers events throughout the year, including annual events like the Harambee welcome celebration and the MLK, Jr. campus commemoration, and sponsors the AYA Ambassadors program to support the AACC and be the student voice in Center operations.

**Gay, Lesbian, Bisexual and Transgender Center**

The mission of the NC State Gay, Lesbian, Bisexual and Transgender Center (GLBT) Center is to engage, develop, and empower members of the gay, lesbian, bisexual, and transgender communities and their allies. In order to fulfill that mission, the Center helps students connect to form social support networks; offers identity-based and health-related information and resources; consults with students individually and collectively on issues related to personal identity and academic success; refers students to a wide variety of resources on campus and in the local community; and provides professional and leadership development opportunities. Throughout each academic year, the GLBT Center hosts a variety of events and educational opportunities for students, staff, faculty, and community members, including the GLBT Symposium, Lavender Graduation, and the Project SAFE and Trans* 101 workshops.

**Women’s Center**

The mission of the NC State Women’s Center is to be a catalyst and resource that advances gender equality and social justice on campus and within the greater community. The Center achieves this mission through three interrelated endeavors: education, advocacy, and leadership development. Key efforts include teaching two academic courses; hosting workshops, panels, and service projects on topics related to gender; providing resources and information on interpersonal violence; and coordinating the Chancellor’s First Year Student Leadership Program. In partnership with University Housing & Women’s and Gender Studies, the Women’s Center also facilitates a living and learning community residence hall, Women of Welch, for undergraduate female students.
VICE PROVOST LEADERSHIP ROLE

Reporting to the Executive Vice Chancellor and Provost, the Vice Provost will direct, lead, and provide oversight for the daily operational and consultative activities of the OIED. The individual will ensure compliance with affirmative action, equal opportunity and anti-discrimination laws, including, but not limited to, Title IX, Title VII, the Americans with Disabilities Act, as well as other applicable federal and state laws. The Vice Provost will promote an inclusive and diverse community through programmatic and educational opportunities for NC State. The Vice Provost is also expected to offer vision for implementing equity and diversity initiatives within the University community and provide guidance to the University’s senior leadership to achieve these goals.

DUTIES AND RESPONSIBILITIES

- Coordinates and oversees University programs to assure compliance with applicable policies, procedures, processes, best practices, and training in compliance with anti-discrimination legislation and regulations, including Title VII, Title IX, VAWA, ADEA, ADA, and Section 504;

- Serves as the University’s Title IX Coordinator and ADA Coordinator;

- Ensures thorough and prompt investigation and resolution of discrimination and harassment complaints from students and employees;

- Provides tangible and accessible guidance as to how the university can incorporate equity and diversity into its infrastructure (e.g. messaging, climate, culture);

- Consults with and provides guidance to senior leadership, administrators, managers, and supervisors about nondiscrimination policies, procedures, best practices and strategies to increase diversity and inclusion;

- In partnership with Human Resources, designs effective strategies to increase diversity in employment and identifies best practices for recruitment, hiring, promotion, and retention of faculty and staff;

- Fosters synergy and collaboration between the units under the OIED umbrella: Equal Opportunity & Equity, Diversity & Inclusion, Education and Training and Campus Community Centers (Gay, Lesbian, Bisexual, Transgender (GLBT); Women’s; Multicultural Student Affairs; and African American Cultural);

- Oversees development of training/education programs aimed at increasing awareness and providing exposure to the campus community on various aspects of intercultural competency;
• Oversees development of training/education programs aimed at identifying, preventing, and reporting discrimination, harassment, and sexual violence for students and employees;

• Develops and maintains communication strategies (web, print, media, etc.) to raise awareness of available resources and to enhance the University's policies, best practices, and programs;

• Fosters collaboration across campus and in a diverse professional setting with the Division of Human Resources, Office of General Counsel, Division of Academic and Student Affairs, Provost’s Office, Office of Admissions, Office of Student Conduct, University Police, senior leaders, and other campus constituencies;

• Submits annual Equal Employment Opportunity and Affirmative Action plans and reports and responds to inquiries and audits;

• Performs other leadership and management duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

• A Master’s degree in Human Resources, Public Administration, Sociology, Psychology, Social Work or other related field; a minimum of 10 years of progressive experience including policy development and implementation, discrimination and harassment investigation and/or dispute resolution, and implementation or oversight of compliance and/or diversity-related programs. A J.D. with a minimum of seven years of legal experience specifically working with EEO issues, civil rights, discrimination, and harassment issues is also acceptable. An equivalent combination of education and relevant experience will be considered.

• Successful candidates will have a strong understanding of and commitment to promoting and sustaining the benefits of equity and diversity in higher education.

PREFERRED QUALIFICATIONS

Successful candidates are expected to demonstrate substantive knowledge, experience, enthusiasm, and capacity for:

• Substantial experience managing work units with distinct and varied responsibilities;

• Ability to successfully apply nondiscrimination laws/policies in a university setting; establish principles, best practices, and standards of equal employment opportunity and personnel-related investigative work;
• Excellent judgment and strong interpersonal and communication skills with the ability to build partnerships and collaborations across the University and in the community;

• Demonstration of solid negotiation and conflict management skills;

• Strong organizational skills;

• Ability to manage multiple priorities and projects; and

• Experience in managing complex budgets.

The Nomination Committee invites letters of nomination, applications (letter of interest, CV, and contact information for at least five references), or expressions of interest to be submitted to the search firm assisting NC State. Confidential review of materials will begin immediately and will continue until the appointment is made. It is preferred, however that all nominations and applications be submitted prior to February 3, 2016.

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NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, veteran status, or disability. In addition, NC State University welcomes all persons without regard to sexual orientation. North Carolina State University welcomes the opportunity to work with candidates to identify suitable employment opportunities for spouses or partners.