

UNIVERSITY OF CALIFORNIA
 SENIOR MANAGEMENT COMPENSATION, POLICY, AND RECRUITING
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<u>POSITION DESCRIPTION</u>	
1. Name:	2. Date:
3. Title: Vice Chancellor – Diversity, Equity and Inclusion	4. % Time: 100%
5. Department: Chancellor’s Office	6. Location: Davis
7. Campus Address:	8. Campus Phone:
9. To Whom Do You Report: Name: Gary S. May Title: Chancellor	
10. Responsibilities: <p>The Vice Chancellor – Diversity, Equity and Inclusion (VC-DE&I) serves as UC Davis’ leading senior executive responsible for providing a holistic and integrated vision on all major diversity, equity and inclusion efforts for UC Davis and UC Davis Health. The VC-DE&I is expected to enhance current initiatives and programs, as well as develop and implement bold new initiatives and programs, providing focus and accountability for diversity, equity and inclusion throughout UC Davis as a whole. The office initiates programs and provides resources that increase understanding and awareness of social justice issues, removes barriers for historically underrepresented groups, improves cross-cultural relations, and contributes to a campus climate that is safe and welcoming to all, regardless of personal experiences, values, and worldviews that arise from differences of culture and circumstance including race, ethnicity, gender, sexual orientation, age, language, socioeconomic status, geographical context, and abilities/disabilities.</p> <p>Reporting directly to the Chancellor and working closely with the Provost and Executive Vice Chancellor, the Academic Senate, the Chief Human Resources Officer, and other campus leaders, the VC-DE&I provides visionary and collaborative institutional leadership, to facilitate an integrated vision and shared responsibility for advancing institutional goals and for fostering and affirming a campus culture based on our core values of excellence, equity, diversity and inclusion. With full authority and through key collaborative partnerships, the VC-DE&I’s broad areas of focus include high-level coordination of campus-wide diversity initiatives; strategic planning; training, education and research; community relations; policy development; campus climate issues; communications; and</p>	

fundraising.

The VC-DE&I will work at both the systemwide and local level to create a shared sense of responsibility for equity and inclusion among campus constituencies. The VC-DE&I is also charged with assessing the effectiveness of all diversity and outreach programs and services on campus, and is expected to lead UC Davis – within legally acceptable constraints – to measurable improvements in organizational climate and recruitment/retention in a large and diverse campus community. A critical metric of success will be measurable improvements in climate, recruitment, and retention of a diverse student body and workforce (faculty, students, and staff).

11. Scope:

a) Describe the amount and complexity of assignments for which you are responsible.

Works closely with the Chancellor, Provost and Executive Vice Chancellor, Chief Human Resources Officer and other campus administrators to develop a vision for UCD that includes equity, diversity, and inclusion as key elements.

As the chief diversity officer of the campus, has principal responsibility for coordinating the planning, development, implementation, assessment and improvement of all diversity programs, policies, practices and supporting infrastructure.

In collaboration with the Chancellor's Leadership Council, faculty, staff, and student leaders, develops and implements a strategic plan – aligned and integrated with the campus mission and strategies – with campus-wide goals on diversity, equity, and inclusion, focusing on overall campus climate, recruitment, and retention for students, faculty, and staff.

Responsible for the development of a campus-wide Diversity, Equality and Inclusion Leadership Council, comprised of key stakeholders from the campus community, faculty, staff, students and employee resources groups to help provide collaborative leadership, alignment and oversight to the University's DE& I efforts.

Responsible for establishing a new collaborative organizational model that helps UC Davis build the capacity to achieve the diversity, equity, and inclusion goals identified through a campus strategic plan.

Directly manages a portfolio of existing programs and services, and oversees and/or strengthens and coordinates linkages between this office and others across campus such that functions that include communications, data analysis, fundraising, and legislative/policy analysis are leveraged to meet the campus diversity, equity, and inclusion goals.

Collaborates on UC Davis' Affirmative Action Plan and the establishment and implementation of affirmative action goals.

Provides leadership to develop and implement programs that enhance the supportive work environment for staff, including outreach, training & career development, recognition and retention programs.

In collaboration with Development and Alumni Relations, the Academic Senate, and other key administrators develops and implements a fundraising plan to pursue external funding opportunities to support innovative ideas in the area of diversity, equity, and inclusion.

Effectively stewards funds to ensure that donor/funding agencies requirements are met and funds are used effectively.

Works closely with other senior administrators, students, staff as well as other campus and community groups to address issues of diversity, equity, and inclusion that cut across faculty, students, and staff and divisional lines.

Serves as the campus research and resource partner on how best to achieve diversity, equity, and inclusion goals, acting as the campus spokesperson and clearinghouse for data and best practices on these issues.

Develops and recommends to the Chancellor an approach for the implementation, tracking, and assessment of the diversity, equity, and inclusion strategies, and in close collaboration with the Provost and Executive Vice Chancellor and other senior leaders, sets standards for success on diversity, equity, and inclusion on the campus.

Develops and implements assessment tools to measure the effectiveness of existing programs and services designed to advance diversity, equity, and inclusion at UC Davis, and develops appropriate analyses and reports to allow ongoing evaluation.

Regularly assesses diversity, equity, and inclusion programs in all units, including budget allocations, for their effort and success in meeting campus-wide and unit specific goals for improving diversity, equity, and inclusion and recommends or takes actions to address shortcomings.

Recommends diversity-related budgetary and staffing enhancements and/or limits to the Chancellor, Provost and Executive Vice Chancellor, and Chancellor's Leadership Council.

In collaboration with the Chancellor, Provost and Executive Vice Chancellor and the Academic Senate, works to reach consensus on best practices that will enhance diversity in faculty recruitment and retention.

In collaboration with Human Resources, develops and implements best practices that will enhance diversity in staff recruitment.

In collaboration with the Office of Student Affairs and with academic and student support units, develops and implements best practices that attract, enroll, and retain an excellent and diverse student body.

Effectively manages budgets allocated to the VC-DE&I's office to develop new programs and services that will advance the strategic plan for diversity, equity, and inclusion.

Facilitates internal and external communication strategies on the campus' diversity objectives, including how these objectives are disseminated throughout the campus and larger community.

Advocates for effective diversity, equity, and inclusion programs and services throughout

campus that support the university's educational mission within federal and state legal constraints.

Effectively engages community groups to advance UC Davis' values and mission in the area of equity, diversity, and inclusion.

Responsible for promoting an environment in which the highest standards of ethical conduct are understood to be a primary responsibility.

Represent UC Davis on relevant system-wide and community groups.

b) Skills and/or experience necessary to perform this position.

Demonstrated prior leadership in developing diversity and inclusion initiatives and programs within a complex organization

Deep knowledge in the field of diversity, equity, and inclusion, including the historical and social context, the language/terms that have evolved, and the complexities of the intersection of these communities as evidenced by scholarly work, and demonstrated ability to translate that knowledge into practical applications.

An appreciation of the dual research and educational missions of a major research university.

Demonstrated experience as a strong leader through visible accomplishments, preferably in a research-driven higher education setting.

An understanding of organizational and financial issues facing a complex University.

Demonstrated experience and success in strategic planning, resource management, and student and faculty recruitment and retention.

Demonstrated ability to lead effectively across organizational lines to achieve academic and administrative goals.

Demonstrated ability to encourage expression of diverse interests and representations; capable of effective action in representing the campus at the University-wide, State, national, and international levels.

Demonstrated commitment to shared governance.

Capability to stimulate new directions, to promote existing resources to the best advantage, and to build for the future.

Demonstrated experience in establishing collaborative, interdisciplinary initiatives that bring faculty, academic staff and students from multiple disciplines together to creatively address issues affecting equity, diversity, and inclusion.

Proven record of achievement in building, enhancing, and sustaining excellent programs.

A commitment to and success in establishing and achieving institutional diversity goals.

Exposure to undergraduate and graduate education, academic personnel, and research.

Ability to interact effectively with faculty, staff, undergraduate and graduate students, and other administrators.

Established record of active participation as a creative leader in attaining institutional fundraising goals.

Demonstrated contributions to a larger campus community, including efforts to promote diversity, equal opportunity, and inclusion.

Demonstrated ability to communicate effectively and persuasively.

Demonstrated sensitivity to a wide range of disciplines, interests and constituencies represented at UC Davis and a deep commitment to diversity as part of its public mission.

Success in motivating, recruiting and developing high-performance, high-impact teams.

Experience or aptitude in fundraising from public and private sources, institutions, and individuals.

17. Signatures:

Employee _____ Date _____

Supervisor _____ Date _____