Vice Chancellor for Diversity, Inclusion and Community Engagement

POSITION PROFILE
The Position

Rutgers University-New Brunswick (RU-NB), the flagship, land-grant, comprehensive public research university of the state of New Jersey is launching a national search to hire a Vice Chancellor for Diversity, Inclusion and Community Engagement. Rutgers prepares students to understand cultures, languages, regions, and economic influences beyond their own in New Jersey and around the world.

The Vice Chancellor for Diversity, Inclusion and Community Engagement (VCDICE) has responsibility for advancing diversity and inclusion in recruitment, retention, curriculum, research, and community engagement efforts across RU-NB; and will expand and strengthen our partnerships with the external community to support our institutional goals of inclusion and equity in those relationships.

The VCDICE reports to the Chancellor through the Provost – Chief Academic Officer and acts as the lead advisor in all matters of diversity and inclusion. Primary responsibilities include guiding efforts to nurture and cultivate diversity and inclusion as institutional values and educational resources. The VCDICE guides, advises, sets accountability, and generates reports on the achievement of institutional goals for diversity and inclusion at the school and institute level. The VCDICE will be a member of the leadership team of RU-NB and will lead the development and implementation of a RU-NB diversity strategic plan in alignment with the broader campus strategic plan. This role will be supported administratively by the RU-NB Chancellor’s Office. Both proven senior academic scholars and administrative leaders with an impeccable record of achievements in the areas of diversity, inclusion, and community engagement are encouraged to apply. Preferably, the outstanding leader filling this position will possess the scholarly and academic credentials to concurrently hold a tenured senior faculty appointment in one of the constituent schools at RU-NB with responsibility for scholarship, teaching, and service.

Facts and Figures

Enrollment
49,577 total enrollments
35,641 undergraduates
13,936 graduates

https://newbrunswick.rutgers.edu/about/facts-figures

Undergraduate enrollment:
• Male: 50%
• Female: 50%
• African American: 7.5%
• Asian: 26%
• International: 7.2%
• Latino: 13%
• Other: 5.2%
• White: 41.5%
• Students from 63 countries

https://newbrunswick.rutgers.edu/about/we-are-diverse
**About the University**

The history, the birthplace, the center, the insight, the diversity, the vigor, the heart.

Rutgers, The State University of New Jersey, is a leading national research university and the state of New Jersey’s preeminent, comprehensive public institution of higher education. We are the region’s most high-profile public research institution and a leading national research center with global impact.

Chartered in 1766 as Queen’s College in New Brunswick, New Jersey, Rutgers University is the eighth oldest higher education institution in the United States, a land-grant university, and a member of the Association of American Universities, the Big Ten® Conference, and the Big Ten Academic Alliance. More than 69,000 students and 22,500 faculty and staff learn, work and serve the public at Rutgers locations across New Jersey and around the world. Rutgers includes Rutgers University-New Brunswick, Rutgers Biomedical and Health Sciences, Rutgers University-Newark, and Rutgers University-Camden. Rutgers comprises 33 schools and colleges and is home to more than 300 research centers and institutes. The University is dedicated to teaching that meets the highest standards of excellence; to conducting research that breaks new ground; and to providing services, solutions, and clinical care that help individuals and the local, national, and global communities where they live.

In 1989, Rutgers-New Brunswick was invited to join the Association of American Universities, making it one of the top 62 research universities in North America. Rutgers’ standing as a leading university reached new heights in 2013 when a state legislative act transferred to Rutgers much of the former University of Medicine and Dentistry of New Jersey, creating Rutgers Biomedical and Health Sciences and dramatically expanding Rutgers’ mission to include academic medicine and wide-ranging patient care. In the same year, Rutgers-New Brunswick joined the Big Ten Academic Alliance, a consortium of 15 leading universities that includes all members of the Big Ten® Conference.

The university seeks to capitalize on its collective strengths and build synergies across disciplines and campuses that will benefit students, faculty, and residents in every corner of New Jersey. Rutgers also sponsors community initiatives in all 21 New Jersey counties. University wide, new degree programs, research endeavors, and community outreach projects are in development to meet the demands of the 21st century. Today, Rutgers is one of the most significant and diverse comprehensive research universities in the nation.
**Essential Duties and Responsibilities**

Reporting directly to the Provost - Chief Academic Officer of RU-NB, the VCDICE serves as the lead administrator and advocate for diversity and inclusion initiatives providing leadership, oversight, planning, and support for academic, research, educational, and service initiatives to advance institutional excellence. Key responsibilities include the following:

- Serves as the primary academic representative within Rutgers University on diversity and inclusion.
- Works closely with the Provosts, Vice Chancellors, Deans, Directors, and other RU-NB administrative and academic leaders to promote an inclusive environment that is welcoming for all students, staff, faculty, alumni, and members of the community.
- Works collaboratively with leadership across the University to align student recruitment and retention and faculty/staff hiring and retention along with the student experience, academic curriculum, research, service and civic engagement missions of RU-NB to the core values of diversity, inclusion, and community engagement.
- Serves as a consultant for unit leadership in developing specific goals for diversity and inclusion.
- Works with school deans to develop a pipeline for the recruitment of underrepresented students, residents, fellows and postdoctoral trainees.
- Plans and implements the programming for RU-NB-wide symposia and other events on the topic of diversity and inclusion in collaboration with the Provost.
- Oversees mentoring committees and programs to ensure that mentoring initiatives support diverse and underrepresented faculty.
- Partners with the Chancellor’s Office, and specifically, the Provost, along with relevant academic and non-academic units to develop and implement a comprehensive Diversity Strategic Plan that includes specific goals/priorities for diversity, inclusion, and community engagement along with appropriate initiatives, activities, timelines, and outcomes measures.
- Supports diversity and inclusion through a commitment to faculty teaching, scholarship, faculty development, and the academic priorities of the institution and guides efforts to nurture diversity and inclusion as institutional values and educational resources.
- Identifies specific areas for diversity and inclusion to be fostered within RU-NB recruitment processes, academic curricula, basic and translational research, unit policies, and programs.
- Chairs the RU-NB Diversity and Inclusion Committee to create a strategy, develop target goals, and plan and operationalize initiatives ensuring they are in accord with the RU-NB diversity statement.
- Chairs the Biases Prevention and Education Committee.
- Develops a sense of awareness and shared responsibility for advancing institutional goals and creating a culture based on these values.
- Develops criteria for applying for and awarding funds allocated by the Chancellor to RU-NB schools and institutes to support the hiring of diverse faculty.
- Coordinates efforts with school-level diversity and inclusion officers, assists in the assessment of campus climate for diversity and inclusion.
• Serves as an advisor and counselor to identify and resolve recruitment, retention, and campus climate issues.
• Working with the Provosts and Deans as well as Diversity and Inclusion Committees, optimizes the search processes to develop diverse pools of applicants, attract and retain diverse recruits; creates and disseminates training materials for faculty and staff participating on search committees.
• Participates in the selection process for internal candidates for leadership training institutes and programs.
• Participates in the RU-NB Leadership Committee and other administrative committees as needed.
• Strengthens communication channels across campuses and regions to: (1) enhance the diverse and inclusive culture; (2) implement inter-school/institute collaborations; and (3) ensure the attainment of institutional goals, while promoting the overall stature of RU-NB.
• Keeps abreast of external trends, strategies, and changes in the academic landscape that influence teaching methodologies and build robust research programs.
• Maintains a portfolio of scholarly activities as a member of the RU-NB faculty in good standing.
• Understands and adheres to Rutgers, compliance standards as they appear in RU-NB’s Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
• Keeps abreast of all pertinent federal, state and Rutgers’ regulations, laws and policies as they presently exist and as they change or are modified.
• Ensures that all staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs.
• Supports the University’s AA/EEO goals and objectives concerning employment and promotion opportunities.
• Performs other related duties as assigned.

Job Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Doctoral Degree/highest terminal degree appropriate for field. Academic qualifications for an appointment as a tenured Professor. At least five (5) years of progressively responsible executive level experience. Track record of accomplishment in leading institutional initiatives, building programs, and promoting diversity and inclusion in a complex organizational setting. Thorough knowledge of research and best practices around campus diversity and inclusion, its benefits, and the conditions that must be in place to achieve those benefits. Demonstrated skills in collecting and using data to assess initiatives and increase shared accountability. Demonstrated cross-cultural competencies and the ability to engage and build relationships with constituencies and underrepresented communities. A distinguished record of
academic and/or administrative leadership, scholarly accomplishments, excellent interpersonal skills, an understanding of the organization of an academic institution, and an understanding of and commitment to interdisciplinary research and education. Outstanding human relations and leadership skills, and the ability to function in a team environment is required, with a preference for experience in a unionized environment.

**Salary**
The salary is competitive and commensurate with qualifications and experience.

**Rutgers University Office of Diversity and Inclusion (ODI)**

As one of the nation’s most diverse universities, Rutgers draws strength from the rich variety of perspectives and life experiences of our community. The Office of Diversity and Inclusion (ODI) advances, promotes, and advocates for inclusiveness, diversity, and equity as key elements to achieve Rutgers’ strategic vision to be preeminent in research, excellent in teaching, and committed to community. [https://nbstratplan.rutgers.edu/](https://nbstratplan.rutgers.edu/)

**Priorities & Annual Reports**

Annual Report:
- [https://president.rutgers.edu/sites/president/files/Senate%20Address%202018%20Presentation.pdf](https://president.rutgers.edu/sites/president/files/Senate%20Address%202018%20Presentation.pdf)

Diversity, Inclusion and Community Engagement initiatives:
- [http://inclusion.rutgers.edu/](http://inclusion.rutgers.edu/)
- [http://inclusion.rutgers.edu/rutgers-resources/](http://inclusion.rutgers.edu/rutgers-resources/)
- [https://academicaffairs.rutgers.edu/rutgers-annual-research-symposium-april-4-2019](https://academicaffairs.rutgers.edu/rutgers-annual-research-symposium-april-4-2019)
About New Jersey and New Brunswick

Forget what you may have heard and prepare to be wowed by New Jersey. From the beauty of our beaches, mountains, forests, and farms to the vibrant diversity of our communities, cities, museums, and landmarks, New Jersey exceeds expectations at every turn.

The Boston to Washington, DC corridor is the economic and cultural capital of the world and New Jersey residents can take advantage of endless opportunities for explorations and experience.

Get to Know New Jersey:

New Jersey is a great place to work and live, hosting 1000 multinational firms and major facilities for most of the world’s largest pharmaceutical companies. There are more science professionals at work in New Jersey than in any other state in the nation. Ranked among the top 20 by *U.S. News & World Reports*, Best States Rankings 2018 in which they cite the state’s world-class universities; leading technology and biological science firms, reliable and effective public transportation system, the benefits of living in the New York City metro area, and the high median household income. New Jersey’s K-12 education systems rank second in the nation. According to *US News & World Reports*, five of America’s best 100 high schools are in New Jersey and *Education Week* ranked the state second in the country for education. New Jersey’s population is growing (8.9 million and counting) and becoming more diverse. In fact, New Jersey is one of the most ethnically and religiously diverse states in the nation.

New Jersey is home to unparalleled recreation opportunities. From 130 miles of amazing beaches and 47 state parks and forests, including Paterson’s Great Falls and the mountains at the Delaware Water Gap, to the one-of-a-kind New Jersey Pine Barrens and the Statue of Liberty, the state packs a lot of fun into a small geographical footprint.

New Jersey has earned its nickname as the “Garden State,” and is best known for crops of tomatoes, corn, blueberries, and cranberries—many developed right at Rutgers. In fact, New Jersey is third largest producer of cranberries like the “Scarlet Knight,” a variety named after the Rutgers mascot.
With three international airports nearby, access to 12 other states within 250 miles (402 km), and quick travel by mass transit or car to New York City or Philadelphia, New Jersey is great place to travel from and an even better place to return to.

**Get to Know New Brunswick**

New Brunswick is the county seat of Middlesex County in central New Jersey. It sits at a transportation crossroads of the New Jersey Turnpike, Routes 287 and 1, and the Garden State Parkway—earning the city’s nickname of “Hub City.” Downtown New Brunswick is a premiere example of urban revitalization, with a vibrant community life. Home to the renowned Crossroads Theater, the George Street Playhouse, and the State Theatre, it is a cultural mecca. The city is known for its hospitals and pharmaceutical companies. New Brunswick is home to the corporate headquarters of Johnson & Johnson, various facilities of Bristol-Myers Squibb, Robert Wood Johnson University Hospital, and Saint Peter’s University Hospital.

**Applicant Review**

Confidential applications and nominations will be accepted until the position is filled. Candidate screening will begin immediately. For priority consideration, applicants should apply by January 11, 2019.

**How to Apply**

The Search Committee will accept applications and nominations until the position is filled. Screening of candidates will begin immediately. For best consideration, applications should be received prior to January 11, 2019. An applicant should submit a Resume/CV, include a letter describing relevant experiences and interest in the position; the names of three professional references, with titles, addresses, business and home telephone numbers and email addresses. Submission of materials as a PDF attachment is strongly encouraged. Greenwood/ Asher & Associates, Inc., an executive search firm, is assisting the University in the search. Confidential inquiries, nominations, and application materials should be sent to the firm:

Jan Greenwood, Partner
Marion Frenche, Team Leader and Managing Consultant
Diversity, Equity and Inclusion Practice Leader
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For more information about Rutgers University, please visit rutgers.edu and  
https://odi.rutgers.edu/about-us/diversity-across-university

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