



Executive Director for Institutional Equity and EEO

Rice University

January 2019



About Rice University

Rice University is a leading, wide-spectrum research university, with a beautiful 300-acre wooded campus located in the heart of Houston. Rice is a private university that is consistently ranked among the top 20 universities in the United States. A member of the American Association of Universities, Rice is a university of international reach, defined by its distinctive focus on undergraduate education, low student to faculty ratio, residential college system, commitment to affordability and diversity, and research excellence across a full range of academic disciplines.

Under President David Leebron, Rice has experienced tremendous growth and transformation over the last decade. As part of the Vision for the Second Century, Rice's strategic plan adopted in 2005, the University has significantly increased the size and diversity of its student population, doubled the research program, increased the capacity and vibrancy of the campus with \$1 billion in new construction, deepened its relationship with the city of Houston, built strong international relationships and programs, and earned greater visibility locally, nationally and across the globe. Supporting these efforts was the successful \$1.1 billion Centennial Campaign.

This is an exciting time to be joining Rice. The Board of Trustees has just approved the university's new vision and strategy – The Vision for the Second Century, Second Decade (<https://v2c2.rice.edu>). The vision is ambitious and echoes the words of Rice's founding president, "with no upper limit."

Houston is one of the United States' most dynamic, diverse, and cosmopolitan cities with no ethnic or racial majority. Ranking third in the number of foreign consulates, Houston is truly an international city. It serves as headquarters to 22 Fortune 500 companies and is home to the world's largest medical center and NASA's Johnson Space Center. One of five American cities with professional companies in all four major performing arts – ballet, opera, symphony and theater – Houston boasts world-class art museums and professional football, baseball, basketball, and soccer teams. The Rice campus, located three miles from downtown, is adjacent to the Museum District, Hermann Park, and Rice Village, a lively restaurant and shopping area.

KEY UNIVERSITY FACTS

- Students: 3,900 undergraduate and 2,900 graduate degree-seeking students from 94 countries.
- Selectivity: 29 applicants for each place in the freshman class.
- Employees: 800 full-time faculty; 200 post doc's; 2,400 staff.
- Focus on Teaching: An undergraduate student-to-faculty ratio of 6 to 1.
- Research Excellence: \$130 million in annual externally funded research.
- Financial: \$700 million annual budget; \$6 billion endowment.
- Athletics: Participates in 14 sports at the highest level of college athletics – NCAA Division I.
- Rankings: *U.S. News & World Report* (#14 national universities); *Princeton Review* (#1 quality of life; #1 race / class interaction; #2 happiest students); *Kiplinger* (#8 best value)

Position Summary

Rice has the advantages of being a major research university while retaining an intimate size that enables an unusual amount of intellectual collaboration. The Executive Director of Institutional Equity and EEO is integral to this relationship-based community and is a key partner in ensuring its functioning and vitality. A central part of this role entails serving as a key thought partner and trusted advisor to the university's senior leaders on all diversity and equity matters.

The past decade has been one of tremendous scholarly accomplishment and growth for Rice University, and this has had substantial human resource implications. For example, 40 percent of the faculty were not at Rice a decade ago, and non-U.S. citizens now comprise 25 percent of the faculty. Rice is an institution on an upward trajectory and the next decade, guided by The Vision for the Second Century, Second Decade, will bring more success and more growth. As Rice's EEO and institutional equity leader, the Executive Director will enhance the university's ability to further its mission and vision by leading and supporting efforts to expand diversity and inclusiveness in the Rice workforce.

KEY RELATIONSHIPS

Reports to:	Kevin Kirby, Vice President of Administration
Significant Relationships:	David Leebron, President Marie Lynn Miranda, Provost Deans and Vice Presidents General Counsel Human Resources
Direct Reports:	3 staff

MAJOR RESPONSIBILITIES

- Develops and oversees University policies, processes, and procedures for Title IX, equal opportunity, accessibility, and affirmative action compliance.
- Serves as Rice's Title IX Coordinator and Equal Employment and Opportunity Compliance Officer.
- Partners with senior administration to ensure that equal opportunity and Title IX principles are consistent with the university's strategic plans and initiatives.
- Oversees the identification, development, implementation and communication of resources and training programs for all university administrators, faculty, staff and students on university policies and procedures related to AA/EEO.
- Partners with hiring managers to assess recruitment initiatives to ensure practices are in compliance with the affirmative action plan and EEO programs.
- Serves as a resource to faculty and staff search committees.
- Cultivates a climate of civility, respect, and ethical behavior through training programs and educational initiatives to the University community.
- Works with Human Resources, academic affairs officials, the Disability Resource Center, and the Office of General Counsel to develop programs that support issues of institutional diversity, campus climate for women, minorities, and persons with disabilities.
- Primarily responsible for the development of the Affirmative Action Plan and programs required by law.
- Collaborates with Human Resources and Academic Affairs offices to develop recruitment plans and oversee recruitment plan activities.
- Investigates and resolves complaints based on race, sex, sexual orientation, gender identity, genetic

information, age, color, religion, national origin, ancestry, disability and veteran status to ensure timely and effective action.

- Develops metrics for measuring the effectiveness of University equal opportunity, accessibility, equity, and diversity initiatives.
- Reviews university policies, procedures and practices with regard to AA/EEO, non-discrimination and sexual harassment. Recommends necessary changes.
- Oversees periodic internal audits of university practices to ensure compliance with federal, state and local legislation.

Candidate Profile

The position of Executive Director of Institutional Equity and EEO represents an exciting opportunity to be a member of the senior leadership team and impact the future of Rice University. The ideal candidate will be: an effective leader, with a passion for equity, inclusion and a diverse workforce; excellent interpersonal and communication skills; and, a person who integrates strategy and tactics to deliver results.

EXPERIENCE AND EDUCATION

- A professional with a strong working knowledge of all applicable laws, regulations, executive orders, etc. as they pertain to this role, including Titles VI and VII of the Civil Rights Act, Executive Order 11246, Title IX, the Violence Against Women Act, and the Americans with Disabilities Act.
- Experience working in an academic environment is desired. Candidates from other sectors should have experience in organizations with similar cultures and values found in universities such as, collective decision-making in a decentralized environment, transparency, and comfort with ambiguity.
- At least 7 years of progressively related experience.
- A bachelor's degree is required. An advanced degree is highly desirable.

CRITICAL LEADER CAPABILITIES

Building a Diverse Workforce

The Executive Director will believe in the centrality of a diverse faculty and staff in achieving Rice's ambitious agenda and use to great advantage the cosmopolitan City of Houston with no ethnic or racial majority.

Collaborating and Influencing

A person who develops relationships easily and sees that as an essential way of working. Employees expect the Executive Director to be visible, accessible, and approachable. In other words, someone who builds lots of trusted relationships.

Problem Solving

The role requires proactively heading off or resolving problems before they escalate. And when problems reach the formal stage, investigations are conducted in a timely and thorough manner.

Develops Programs that Deliver Results

Develop and implement programming related to diversity, inclusion and equity, and measure their outcomes

PERSONAL QUALITIES

- A professional who embodies the core values of Rice – responsibility, integrity, community and excellence.
- Demonstrates and supports a commitment to diversity and inclusion.
- Influences others to do the right thing and is not heavy handed or bureaucratic.

Search Process

Inquiries, nominations, and applications are invited. Review of applications will continue until the position is filled. For fullest consideration, applicant materials should be received by March 15, 2019. Candidates should provide a professional resume and a letter of interest that addresses the responsibilities and requirements described in this position and candidate specification. These materials and a completed application are submitted here: <http://jobs.rice.edu/postings/18264> and will be held in confidence.

Rice University is an Equal Opportunity Employer and considers for employment qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, genetic information, disability or protected veteran status.

