Internal Announcement

Associate Dean, Diversity, Equity and Inclusion Initiatives in Instruction

Open to Full-time Faculty. Faculty status with 12 LEH release time each Fall and Spring semester; 6 LEH release time Summer.

How to apply: Required submissions documents
- Letter of interest
- Curriculum vita
- Equity statement
- Description of how applicant uses diversity, equity, and inclusion in teaching

Submit all documents as attachments via **Associate Dean Applicant Email:** associate-dean-app-group@austincc.edu

- Be sure your name is on each document

Deadline to apply: Friday, July 16, 2021

Required workload: Must teach one course section each Fall and Spring semester.

Required experience: Master's degree and three years related work experience.

Preferred experience:

- Work experience in instruction, departmental governance, higher education administration and diversity, equity and inclusion program development, execution and assessment.
- More than five years related management and work experience in faculty recruitment, retention, engagement, and teaching in higher education.

Reports to: Chief Diversity, Equity & Inclusion Officer with dotted line to AVP Academic Programs and AVP Workforce Education

Problem Statement

1. Efforts to increase diversity in hiring lack robust mechanisms of support and accountability at the department level. Communication efforts need to be constant, informed and sourced from the most pertinent sources and frameworks.
2. Needed changes in policies, procedures and department approaches to full-time and adjunct hiring lack consistent support, connection and communication across instructional faculty, instructional leadership, human resources, and critical college-wide resources such as the Office of Diversity, Equity and Inclusion, TLED, and OIRA.
3. Little up-to-date required tracking and recording occurs around departmental processes, changes, implementation plans, improvement goals and the varied outcomes resulting from these efforts.

General Statement of Job

On a collegewide basis, to provide leadership in instructional-area equity initiatives, planning, and training related to faculty hiring, on-boarding and retention; coordinate communication across college-wide instructional support services and human resources to increase efficacy of faculty diversity and equity initiatives; work closely with the Chief Equity Diversity & Inclusion Officer (CEDIO) and instructional leadership to accurately report and update progress within department-level faculty diversity and equity hiring and retention efforts; directly support departmental faculty diversity and equity goals, plans and outcomes through consulting, training and resource connections.

Description of Duties and Tasks

1. Provides leadership in the development and implementation of required faculty diversity and equity training related to hiring in instruction.
2. Provides regular reports to the Chief Diversity, Equity and Inclusion Officer and instructional leadership on the progress of faculty diversity, equity and inclusion hiring processes, practices, and results.
3. Provides support for and collaborates with the Office of Diversity, Equity and Inclusion in strategic and operational planning and the formulation of goals, policies, and procedures related to equity and inclusion initiatives in instruction.
4. Provides collaborative support for the creation, selection, implementation, and regular assessment of equity mentors in instruction.
5. Provides ongoing professional development and training in equity-based hiring in instruction.
6. Provides equity-based training to support course-level and program-level assessment in collaboration with the Associate Dean, Assessment & Evaluation.
7. In collaboration with the Teaching & Learning Excellence Division and the Office of Diversity, Equity and Inclusion, provides equity-minded training in pedagogy.

8. Provides reports to the college community regarding the status of instructional initiatives supporting diversity and equity in hiring and retention of diverse faculty.
9. In collaboration with instructional leaders, helps lead the development of affinity groups, mentoring, and other retention-focused strategies to support diverse faculty.
10. Supports the evaluation of the effectiveness of equity-minded continuous improvement processes in instructional units, collaborating with the college community to improve these processes.
11. Promotes the consistent and appropriate application of relevant administrative rules, guidelines, and expectations in support of faculty hiring policies and procedures.
12. Serves on collegewide committees and working groups whose activities involve faculty and instructional equity, diversity and inclusion goals, plans and policies.

Knowledge

- Demonstrated expertise in student-centered instruction, culturally responsive curriculum development, faculty recruitment and retention best practices, and diversity, equity and inclusive frameworks.
- Presenting information and summary reports internally, to external organizations, and to the public.
- Understanding of the community college philosophy and mission.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

- Maintaining an established work schedule.
- Effectively using interpersonal and communication skills, both written and verbal, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Working effectively in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work-related information and materials.
- Handling the demands and requirements of senior-level management in higher education.
- Providing guidance and expertise in application of diversity, equity and inclusion frameworks for faculty recruitment, retention, and instructional development and support. .
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology

- Use of a variety of spreadsheet, word processing, database, and presentation software.