SEARCH PROSPECTUS:

Executive Director for Equity and Inclusion

Channel Islands
CALIFORNIA STATE UNIVERSITY
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California State University Channel Islands (CSUCI) invites confidential inquiries, nominations, and applications for the position of Executive Director for Equity and Inclusion. Reporting to the Interim Assistant Vice President for Administrative Services, the Executive Director for Equity and Inclusion, will serve a key role in furthering the mission of the Title IX & Inclusion office to develop and manage the University’s equal opportunity programs, including Title IX, as well as broad, cross-divisional diversity and inclusion to support the campus-wide goals and objectives, in accordance with all applicable federal and state non-discrimination requirements and laws. The successful candidate will possess a singular commitment to serving a largely first generation, historically underserved student body and a demonstrated record of advancing inclusive excellence within an academic community. The search is open and international in its outreach. The University and its Mission

ABOUT THE UNIVERSITY

Founded in 2002, California State University Channel Islands (CSUCI) is the newest campus in the 23-campus California State University system, the largest four-year public university system in the U.S. The University is located in coastal Ventura County, between Santa Barbara and Los Angeles. The mission of the CSU system includes preparing significant numbers of educated, responsible people to contribute to California’s economy, culture, and future. The original buildings on the CSUCI campus date from 1934 and President Franklin D. Roosevelt's New Deal. The campus itself represents a forty-year effort to bring a four-year public university to the region to serve its residents. A proud Hispanic Serving Institution (HSI), 53% of the CSUCI students are Latinx, 27% are White, 2% are African-American, 6% are Asian-American, and 4% are multiracial. Additionally, 57% of the current student body are Pell eligible and 59.7% are first-generation college students. Over half of the undergraduates are transfers from community colleges. Graduate and credential programs are designed to meet the needs of working adults. In short, the CSUCI student body reflects the people of the region and of California.
CSUCI’s academic mission rests on four pillars:

- International—an internationalized curriculum, a diverse campus community, and study abroad opportunities
- Integrative—commitment to interdisciplinary approaches in teaching, research and scholarly activities
- Multicultural—embracing diverse perspectives, promoting culturally relevant curriculum and advancing inclusive excellence
- Community engagement—with the intention of encouraging civically engaged citizens in CSUCI’s service area on issues of import

At present, CSUCI is poised to continue to grow in size and renown, while maintaining a student-focused learning environment. CSUCI prides itself on a pattern of identifying student and community needs, finding resources, and building programs to address those needs. CSUCI’s pattern of identifying need, securing resources, and building programs is further exemplified by the University’s embrace of CSUCI’s Hispanic Serving Institution designation, first achieved in 2010. Over the course of 9 years, the University has been awarded more than $26 million in funding from the Department of Education.

STUDENT-CENTERED LEARNING AND STUDENT ACTIVITIES

CSUCI is a student-centered university, committed to academic excellence, civic engagement, environmental responsibility, and leadership. The student to faculty ratio is 22:1 with 162 Tenure Track faculty and 19 underway for fall 2020 and 324 lecturers. With a singular commitment to student success, CSUCI strives for innovative practices and excellence within the disciplines and welcomes students as active partners in a distinctive education experience. The faculty of CSUCI engage students in an inquiry-based curriculum and are dedicated to educating civically engaged leaders for a global society. CSUCI seeks students who enjoy a campus environment where their voices and beliefs are embraced, valued, and respected. Students are educated to think critically, work in teams, and tackle problems in their community and the real world using interdisciplinary approaches. Students are embedded in the classroom as peer mentors in a variety of contexts. They conduct meaningful discussion, research, and exploration, and work closely with expert lecturers and tenure-track faculty to facilitate student achievement. CSUCI aims to graduate students possessing an education of sufficient breadth and depth to appreciate and interpret the natural, social, and aesthetic worlds, and to address the highly complex issues facing societies.
DISTINCTIVE ASPECTS OF CSUCI

As the youngest campus in the CSU system, CSUCI has the unique responsibility of creatively fostering the growth in campus facilities needed to meet the needs of the region. The campus leadership has embraced a model of public-private partnerships to secure funding to invest in academic excellence, such as the sale of the University Glen residential community to a global real estate investment company. Another reflection of the long-standing community desire for and support of a public university is the engagement of the civic, business, and non-profit community. University Advancement and others cultivate relationships with those interested in supporting the University in a variety of ways, as demonstrated by the membership of individuals on the CSUCI Foundation Board. Some additional distinctions include the following.

The University:

- Attained the inaugural Seal of Excelencia in 2019 for facilitating the success of Latinx students.
- Recognized by *Time’s Money Magazine* in 2019 as the 9th Most Transformative University in the nation based on post-graduate success.
- Ranked 5th of over 1,300 schools in CollegeNET’s Social Mobility Index in 2019.
- Named in the 2019 nonprofit *Washington Monthly* Top 25 Colleges in the West “Best Bang for the Buck,” which measures factors such as cost of tuition, graduation rates for first-time, full-time students and puts special emphasis on social mobility.
- Ranked 18th among Top Public Schools in the West by *U.S. News & World Report* in 2019.
- Recognized as a Tree Campus USA for a seventh year in a row in 2019.
- CSUCI’s Nursing Program ranked 8th best in the state by RegisteredNursing.Org in 2019.
- Ranked 9th safest campus in the country by CollegeStats.org.
- Created three “Z-Majors,” which are majors that use quality, free, and readily available educational resources, thus eliminating the costs of textbooks associated with their majors. CSUCI is the first in the CSU system to develop undergraduate “Z-Majors.”

- Re-accredited in 2015 by the Western Association of Schools and Colleges through 2024.

Faculty and students:

- Collaborative faculty-student research projects consistently win awards at both the state and national levels.
- Students regularly realize the top awards at the CSU Media Arts Festival.
- Faculty have been recognized with national awards for college-level teaching, authorship, and service to their disciplines.
- Faculty are active in grant-writing: representative funding agencies include Department of Education, National Science Foundation, National Institutes of Health, National Park Service, National Oceanographic and Atmospheric Administration, Department of Justice, Federal Emergency Management Agency, National Aeronautics and Space Administration, Noyce, etc.
- Students have won Goldwater Awards, REU placements, admission to prestigious graduate programs, and employment with desirable companies.
- Students contributed over 44,000 hours to the community through research and other service in 2018–2019, representing an economic benefit of more than $1,300,000 to the community.
CSUCI’s campus sits on the eastern edge of the Oxnard Plain, nestled in the western hills of the Santa Monica Mountains, a vibrant area at the interface of urban, agricultural, and coastal California.

The main campus is a unique historical site with many original Spanish mission-style buildings. When classes began in 2002, the campus was a 634-acre facility, with one- to two-story buildings organized around two primary quads. Today, the University encompasses more than 1,200 acres of academic space and is poised for significant capital growth in the years ahead. In 2019, the University launched a series of major capital construction projects including the expansion of academic, research, performing arts, conference, event and student housing space.

University Glen, an adjacent housing community on the east end of campus, offers apartments, town homes, and single-family residences available for rental or purchase. Many University administrators, faculty, and staff make the University Glen their home. The University Glen Town Center, also located in the Glen, houses over 100 juniors, seniors, and graduate students in studio, one-bedroom, and two-bedroom apartments, and is home to the University bookstore and various eateries.

Click here for a virtual tour of campus.

CSUCI’s location provides a plethora of educational and recreational opportunities. From the main campus in Camarillo, an hour’s travel by car or train brings one to the dynamic global city of Los Angeles, with its world-class museums, restaurants, performing arts offerings, and diverse communities. Santa Barbara lies less than an hour in the opposite direction. CSUCI itself is ten minutes from downtown Camarillo. The University is set on rich agricultural land surrounded by lemon groves and strawberry and raspberry fields. Nearby features include biotech and other technology-oriented companies, a thriving arts scene, a military base, a working harbor, extensive agriculture, and world-class coastal and mountain recreation.
THE POSITION OF EXECUTIVE DIRECTOR FOR EQUITY AND INCLUSION

This position offers a unique opportunity to help a vibrant, maturing institution with a diverse student population and strong community orientation continue its development. CSUCI has accomplished a significant amount in its first 18 years, often through operating creatively in a resource-challenged environment. The Executive Director for Equity and Inclusion’s appointment will begin in the fall of 2020. CSUCI seeks an Executive Director for Equity and Inclusion who exemplifies excellent leadership and management, is trauma-informed and empathetic with high emotional intelligence. Reporting to the Interim Assistant Vice President for Administrative Services, the Executive Director for Equity and Inclusion will develop and administer comprehensive equity programs, oversee the University’s non-discrimination policies, manage equal opportunity compliance, including the areas of affirmative action and Title IX, and collaboratively facilitate community engagement and education on matters of diversity, inclusion and social justice.

Responsible for the development and implementation of educational programs which focus on Title IX as well as diversity, non-discrimination, and harassment. Serves as the Title IX and Americans with Disabilities Act (ADA) Coordinator, DHR (Discrimination, Harassment, & Retaliation) Administrator and Clery Director. Also serves as the University’s Compliance Officer for Title VII, the California Fair Employment and Housing Act (FEHA), (ADA) Sections 504 and 508, the California Equal Employment Opportunity Commission (EEOC), California Whistle Blower Act, the CSU Nepotism Policy, and applicable CSU Executive Orders including but not limited to 1095, 1096, 1097, and 1107. Responsible for the development and filing of the annual Affirmative Action (AA) plan with the Chancellor’s Office. Develops, coordinates, and where applicable, presents campus-wide Title IX, Equal Employment Opportunity (EEO), AA, and diversity initiatives training programs to the University’s students.
THE POSITION OF EXECUTIVE DIRECTOR FOR EQUITY AND INCLUSION (CONT.)

and employees. Serves as a resource to the campus community to assist in the understanding of EEO, AA and Whistle Blower plans and programs. Ensures CI management are trained in their professional responsibilities relating to compliance with contractual, legal, and trustee policy requirements of the above mentioned areas. Works collaboratively in and across units to lead the University’s efforts to educate and prevent DHR, gender-based harassment and discrimination including sexual harassment, sexual misconduct, dating/domestic violence, and stalking to the campus community. Leads the office in overall case management, conducts intake meetings, completes Early Resolution Agreements, oversees and/or conducts investigations of reported Title IX and DHR complaints, writes investigative reports and coordinates with campus decision makers regarding appropriate outcomes including accommodations and disciplinary action. Oversees the work of Deputy Title IX Coordinators and provides appropriate training and support. Collaborates with multiple university divisions and units on recommendations regarding policies, practices, and procedures to promote diversity and equity across all areas of campus. Supports units in the development of policies and programs to attract, retain, and promote a diverse workforce and helps to guide appropriateness of introducing diversity initiatives. Prepares reports, analyses and responds to inquiries/investigations from the Department of Education Office of Civil Rights, state regulatory agencies, the CSU Chancellor’s Office and the University divisions and/or community groups. Responsible for directing, collaborating, and coordinating Clery Act reporting and compliance requirements for the campus in accordance with EO 1107. Serves as campus representative to the system-wide EEO workgroup.

This position will be part of a four-person team. CSUCI has devoted significant resources to sustain this expanded office to provide support and stability. This position offers enormous opportunity to demonstrate CSUCI’s commitment to diversity of voice and thought, to build programs that will foster a culture across campus of awareness and engagement. Developing a campus-wide program that is educational in support of diversity and inclusion will complement the attention to compliance issues. With the ability to influence campus thought and action, this individual will be a change agent, able to solve problems with equity and integrity.
THE POSITION OF EXECUTIVE DIRECTOR FOR EQUITY AND INCLUSION (CONT.)

REQUIREMENTS OF POSITION

Required Qualifications/Specialized Skills

- Master’s degree or juris doctorate required. However, applicants with extensive experience in the field (e.g. more than ten years) may be considered based upon the pertinence of that experience;
- Candidates must have a minimum of 4-7 years working within a comprehensive Title IX/equal employment opportunity/affirmative action program, preferably for a public employer;
- Knowledge of the principles, laws, relevant case laws, and regulations related to Title IX, equal employment opportunity, affirmative action, and nondiscrimination;
- Successful candidates will possess effective counseling and listening skills; strong administrative, analytical, research and investigative skills; as well as excellent written and oral communication skills;
- Ability to advise, counsel, and encourage administrators, faculty, and supervisors to make policy changes and decisions that support diversity and ensure equal employment opportunity;
- Demonstrated experience conducting investigations and mediating disputes, writing investigative reports, and delivering reports to involved parties involving Title IX/DHR/equal employment opportunity or other related field;
- Ability to perform related trainings; ability to prepare official reports required for compliance reporting;
- Ability to use a broad range of technology, including a personal computer, databases and applicable software.

Preferred Qualifications/Skills

- Ideal candidates will have experience directing Title IX/equal opportunity/affirmative action programs for a public university, presenting training and educational programs on Title IX (including training on how to conduct investigations to those employees who investigate allegations of sex discrimination), equal employment opportunity, affirmative action, and employment discrimination law and diversity issues;
- Experience in a unionized environment.

Special Conditions: Must be willing to travel and attend training programs off-site for occasional professional development. Must be able to work occasional evenings, holidays and adjust working hours to appropriately respond to sexual misconduct and/or interpersonal cases.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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The University is being assisted by Academic Search, Inc. Applications should consist of a substantive cover letter, a curriculum vitae, and a list of five professional references with full contact information. No references will be contacted without the explicit permission of the candidate.

Applications, nominations, and expressions of interest can be submitted electronically, and in confidence, to:

CSUCIExecDir@academicsearch.org.

The position is open until filled, but only applications received by **August 30, 2020**, can be assured full consideration. Confidential discussions about this opportunity may be arranged by contacting consultants **Beth Martin** and **Melissa Anderson Parker**.

**California State University Channel Islands is an Affirmative Action/Equal Opportunity Employer.** We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status or protected veteran status.
Academic Search, Inc. is assisting California State University Channel Islands in this work. For more than four decades, Academic Search has offered executive search services exclusively to institutions of higher education. Academic Search was founded on the principle of strengthening higher education leadership through professional search services. We are the only search firm in the nation with a formal relationship to a premier leadership development program. As the subsidiary of the American Academic Leadership Institute (AALI), Academic Search provides substantial financial support to a number of leadership identification, development, and support programs across all sectors of public and private higher education. For more information, visit http://www.academicsearch.org/.

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