

## University of Evansville

### Director of Institutional Equity

The Director of Institutional Equity will be responsible for clarifying and advancing the University's commitment to equity and fairness through promotion and education of the University's applicable policies, procedures, and practices. The Director of Institutional Equity will oversee the University's processes for appropriate assessment and response to claims of inequitable treatment and coordinate systemic evaluation of issues to ensure ongoing monitoring and improvement. The Director of Institutional Equity will report directly to the Vice President of Fiscal Affairs and Administration.

#### Essential Responsibilities

1. Evaluate, assess and promote University policies that advance our values and ensure equitable treatment of students, faculty, and staff.
2. Advance and develop existing University outreach, training, and educational efforts that support these values, including meaningful discrimination, harassment, and retaliation awareness training and other training for faculty, staff and students.
3. Oversee and administer processes to receive, assess, investigate, and resolve concerns of inequitable treatment of individuals, including management of investigation and resolution of complaints for all forms of discrimination, harassment, and/or retaliation (including sexual misconduct) to effectuate prompt, effective and equitable intake, investigation, processing, issuing of findings of fact and timely resolution.
4. Develop and improve strategies to evaluate these processes, including an audit process to ensure appropriate and consistent investigative techniques are used, consistent and equitable administration procedures are followed, and systemic issues are identified, to ensure ongoing improvement of our policies, outreach, and responsive processes.
5. Develop and manage relevant and actionable institutional reporting, including responding to governmental and/or other accrediting/oversight bodies.
6. Ensure development of cogent and impactful meeting materials related to institutional equity for executive level meetings to include the Academic Cabinet, President's Council, and Board of Trustees.
7. Develop a framework to align the multiple programs and projects currently providing resources and support related to access, equity, accommodations, needs and concerns, and other federal and state laws and regulations pertaining to equal rights and nondiscrimination.

Master's Degree is required in Student Affairs, Higher Education Administration, Higher Education Law, Behavioral Sciences or Juris Doctorate from an accredited law school.

Other qualifications preferred include a license to practice law.

Three (3) years of leadership and management experience in legal or regulatory environment

To apply for the position, attach your resume and cover letter to the UE online application located at <http://www.evansville.edu/offices/hr/employmentApp.cfm>. Please include three professional references. Applications and resumes should be directed to: Donna Teague, Vice President for Fiscal Affairs and Administration at the University of Evansville, 1800 Lincoln Avenue, Evansville IN 47722

The University of Evansville operates under a nondiscriminatory policy with regard to race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes. Minorities and underrepresented groups are encouraged to apply.

The University of Evansville participates in the E-Verify program.