

Vice President for Institutional Planning and Diversity

Primary Purpose

The Vice President for Institutional Planning and Diversity reports directly to the President of the college and functions as a member of the President's Cabinet. The Vice President serves as the institution's senior planning officer and chief diversity officer. S/He will work closely with the President, the Provost, the other vice presidents, the Dean of the College and the Dean of the Faculty in developing institutional vision and strategy for the College's diversity goals.

S/He will provide expertise and guidance on diversity-related issues and bring his/her critical perspective to bear in the consideration of all major policy initiatives. . S/He will work with College offices and departments to advance the effort to recruit and retain a faculty, staff, and student body of varied backgrounds and interests. The Vice President will work with faculty, staff and students to realize the educational benefits that derive from living within a diverse community.

The Vice President will work with the President on institutional planning and the implementation of the College's strategic plan, *Knowledge without Boundaries*, adopted by the Board of Trustees in May of 2006. This dynamic combination of responsibilities ensures that diversity is considered in all institutional initiatives.

The Office for Institutional Planning and Diversity

The Office for Institutional Planning and Diversity was established in 2000 (formerly known as *The Office for Institutional Diversity*). The Office is dedicated to advancing the College's mission to build and maintain a diverse and inclusive community committed to broad educational opportunities within an atmosphere of respect for others. The Vice President and his/her team work with all facets of the Middlebury community to ensure that diversity is a critical part of making the college an academically vibrant and challenging place as students prepare to engage the world. Through strategic leadership, policy development and college-wide diversity initiatives, the Office for Institutional Planning and Diversity aspires to make Middlebury College a model of what a 21st century liberal arts education should truly be.

Responsibilities

Institutional Planning:

- Working with the President, serve as the senior planning officer at the College.
- Oversee the implementation of the strategic plan, provide periodic updates/reports and manage overall planning goals.
- Carry out implementation of key *2006 Human Relations Committee Report* recommendations.

Strategic Leadership:

- Work internally with administrators and faculty to effect qualitative enhancements in the campus culture around diversity, broadly defined.
- Work externally with people and organizations involved in the national discussion of diversity in order to bring new ideas and perspectives to Middlebury College and the surrounding community.
- Work closely with pertinent committees of the Board of Trustees, Faculty Council, Staff Council, Community Council, Education Affairs Committee and other college groups to develop recognition of diversity as critical to academic and communal excellence.
- Strive to ensure that diversity issues are an integral aspect of all institutional initiatives and strategic planning.

Diversity and Student Experience:

- Work with Dean of the College, Commons Deans, and student life staff to develop programs and strategies for enriching the educational experiences of all Middlebury students.
- Consult with faculty to enhance their capacity for addressing diversity issues in the classroom.
- Oversee staff members who develop College programming in diversity and multiculturalism.

Policy Development:

- Advise the president, senior administration, and all levels of the College leadership on diversity issues.
- Function as subject matter expert on institutional diversity policy related to all aspects of governance and administration, including crisis management.
- Oversee work related to the College's harassment policy and the human relations officer responsibilities.

Recruitment of faculty, staff and students:

- Collaborate with academic departments and Human Resources to create diversity recruitment plans for faculty and staff that address advertising, networking, recruitment outreach activities, and other techniques for increasing and retaining the number of candidates from underrepresented groups.
- Collaborate with Dean of Admissions and Director of Admissions to implement strategic planning initiatives in admissions.
- Collaborate with communications office to develop materials to promote diversity goals.

Institutional Research and Outcome Assessment:

- Manage and oversee the office of Institutional Research, Planning and Assessment.
- Develop or identify instruments, including valid and reliable surveys, for ongoing assessment of diversity issues, in collaboration with College and external resources.
- Work with Human Resources as a partner on diversity training for faculty and staff, advise on needs assessment, content, and delivery issues.
- Generate annual report, highlighting activities and outcomes in support of faculty, staff, and student diversity.

Center for the Comparative Study of Race and Ethnicity:

- Work with the Director of the Center for the Comparative Study of Race and Ethnicity on diversity initiatives.
- Work with the Director to develop and refine the program for the Center for the Comparative Study of Race and Ethnicity.
- Collaborate with the Director, Provost, Dean of the Faculty, and Carr Hall Steering Committee to develop academic and co-curricular events.

Education & Training

Masters degree required; Ph.D. preferred. Academic field open. Candidates with appropriate credentials may have the opportunity to teach courses. Teaching and academic experience a plus.

Experience

Middlebury College seeks a dynamic professional who can provide leadership in developing and implementing initiatives in the area of diversity and institutional planning. The successful candidate will have demonstrated leadership skills and a strong ability to develop relationships and work with multiple constituencies, including students, faculty, and staff. Minimum of 5 years experience in a college or educational setting required. Prior experience in working with diversity-related issues preferred. Excellent interpersonal, cross-cultural, communication and problem-solving skills are critical. Familiarity with the liberal arts college environment a plus.