State of Rhode Island and Providence Plantations
Council on Postsecondary Education
OFFICE OF THE POSTSECONDARY COMMISSIONER
560 Jefferson Boulevard Suite 100
Warwick, Rhode Island 02886-1304

Enclosure 7b1.
January 13, 2016

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Chair

Council on Elementary and Secondary Education

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The Honorable Thomas Izzo

Judy Ouellette

Kerry I. Rafanelli, Esq.

John J. Smith, Jr.

Dr. Jeffery A. Williams

To: Council on Postsecondary Education

From: Commissioner Jim Purcell, Ed.D.

Date: January 5, 2016

RE: Director of Affirmative Action, EEO, Diversity and Inclusion and Title IX Coordinator at Rhode Island College

Background:

This position is necessary for the college to be compliant with EEO, Department of Education, OCR, state and other federal regulations and mandates, as well as Council on Postsecondary Education policy and the college's goals and strategic plan. This position is necessary to ensure that complaints involving discrimination, harassment and sexual misconduct, etc. are appropriately and timely investigated and monitored. The position will also provide leadership and counseling, technical assistance, education and training as needed, in matters related to equity, inclusion, diversity, affirmative action, unlawful harassment prevention, and sexual misconduct prevention and serve as a spokesperson at the college and in the community regarding issues of access, equity and opportunity. The impact of not filling this position puts the college at risk of failing to provide a safe environment for faculty staff and students, adequately meeting the needs of victims of discrimination and sexual misconduct, adequately identifying and stopping such illegal behaviors, as well as exposing the college to costly legal proceedings.

Director of Affirmative Action, EEO, Diversity and Inclusion and Title IX Coordinator at Rhode Island College primary purpose is to provide leadership and serve as an educator, trainer and spokesperson at the college and in the community regarding issues of access, equity, opportunity and Title IX.

As a result of that review process, the System Personnel Review Committee is recommending that the Council approves the following:

At Rhode Island College:
Motion:

THAT the Council on Postsecondary Education approves the following System Personnel Review Committee's recommendation.

RHODE ISLAND COLLEGE
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM

Date of Request: December 14, 2015
Current Title: n/a (new)
Department: Affirmative Action
Pay grade n/a

Salary Range: Union Status: Yes No: X
Union Appeal: Yes No: X
Administration Action: Yes No: X

Request:

A. Reclassify to:
Title:
Pay Grade: Salary Range:

B. Upgrade to:
Pay Grade: Salary Range:

C. Establish New Classification:
Title: Director of Affirmative Action, EEO, Diversity and Inclusion, Title IX Coordinator
Pay Grade: 17 Salary Range: $73,930 -$159,730

D. Title Change:
Pay Grade: Salary Range:

Reason/Justification for request: This position is necessary for the college to be compliant with EEO, Department of Education, OCR, state and other federal regulations and mandates, as well as Council on Postsecondary Education policy and the college's goals and strategic plan. This position is necessary to ensure that complaints involving discrimination, harassment and sexual misconduct, etc. are appropriately and timely investigated and monitored. The position will also provide leadership and counseling, technical assistance, education and training as needed, in matters related to equity, inclusion, diversity, affirmative action, unlawful harassment prevention, and sexual misconduct prevention and serve as a spokesperson at the college and in the community regarding issues of access, equity and opportunity. The impact of not filling this position puts the college at risk of failing to provide a safe environment for faculty staff and students, adequately meeting the needs of victims of discrimination and sexual misconduct, adequately identifying and stopping such illegal behaviors, as well as exposing the college to costly legal proceedings.

Enclosed are the following documents:
-Old position description: n/a New position description: ✓
-Organizational chart: ✓ Summary of differences between old and new position description: n/a

Approved by: [signature] 12/14/15
Director of Human Resources Date

Division Vice President Date
[signature] 12/15/15
Vice President for Administration and Finance Date
[signature] 12/15/15
President Date

RHODE ISLAND COLLEGE
JOB DESCRIPTION

PROPOSED: December 9, 2015

Title:	Director of Affirmative Action, EEO, Diversity and Inclusion, &Title IX Coordinator
Status:	Full-time, 35 hours/week
Grade:	17
Union Affiliation:	Non-Union (NUNC)
Reports to:	Vice President for Administration & Finance

PRIMARY PURPOSE: Provide leadership and serve as an educator, trainer and spokesperson at the college and in the community regarding issues of access, equity, opportunity and Title IX. Develop, implement, supervise and monitor affirmative action/equal opportunity employment programs in compliance with government regulations, Board of Education policy and the college's goals and strategic plan to enhance diversity and inclusion within the college community. Ensure that the spirit of the college's AA/EEO policies are being developed and maintained in all areas. Maintain record-keeping procedures, conduct compliance reviews, prepare AA/EEO reports and plans, and monitor all stages of job searches. Conduct or supervise investigations and monitor complaints of civil rights violations including discrimination, harassment and sexual misconduct under Title IX. Provide counseling, technical assistance, compliance, and training as needed, in matters related to equity, inclusion, diversity, affirmative action, unlawful harassment prevention, and sexual misconduct prevention. Supervise a Staff Assistant II.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions

Affirmative Action/EEO/Inclusion and Diversity:

- Prepare and implement the college's Affirmative Action Plan and other related filings.
- Communicate goals and achievements, and educate the college community in the effort to achieve success in attaining the college's Affirmative Action goals, including search and hiring strategies that advance institutional goals for equal opportunity in employment and diversity and inclusion.
- Work collaboratively with the Office of Human Resources on all recruitment, selection and hiring practices.
- Review, monitor and analyze data and provides strategies to address underutilization in the College's Affirmative Action Plan.
- Maintain record keeping for harassment and discrimination complaints and provide training on equal opportunity, affirmative action, and related issues; and consult with individuals and departments on harassment issues and concerns. Report findings involving employees to the Director of Human Resources for review and/or appropriate action.
- Develop and review institutional policies and procedures for compliance with federal and state civil rights laws, regulations, and guidelines; and consult with college faculty, staff and students on issues of discrimination, equal opportunity, affirmative action and diversity within those areas.

- Work collaboratively with the administration, faculty and staff to address and implement goals and objectives related to AA/EEO, equity and inclusion matters as outlined in the college's strategic plan. Work collaboratively with related committees on strategies that promote the institution as places of inclusion, affirmative action and equity. Act in an advisory and ex-officio capacity to the College's Committee on Human Relations and to its Subcommittees.
- Serve as the College's ADA Coordinator responsible for reviewing employee requests for reasonable accommodations, recommendations, education and investigating complaints; work with Director Human Resources on employee requests for accommodations and may occasionally work with the Director of Student Disabilities on cases involving students.
- Serve as a liaison to the Board of Education and Post Secondary Commission on matters related to Affirmative Action and Title IX.

Title IX:

- Coordinate the compliance program for Title IX, monitoring and implementing actions to comply with Title IX in accordance with other related federal laws and regulations promoting commitment to a work and learning environment free from discrimination, harassment and sexual misconduct.
- In collaboration with the, Student Affairs and Academic Affairs, and Office of Human Resources develop and/or administer on-going training, education materials, resource guides, and communications related to Title IX policies and procedures.
- Develop and implement all necessary Title IX documentation and policies, including maintaining and updating Title IX website.
- Oversee Title IX investigation processes to ensure compliance; develop and implement a case management plan for each reported Title IX incident; and maintain electronic tracking and record keeping system of Title IX training/complaints.
- Coordinate with Deputy Title IX Coordinators on all investigations, monitoring complaint proceedings. Report findings involving employees to the Director of Human Resources for review and/or appropriate action; report findings involving students to the VP for Student Affairs for review and/or appropriate action.
- Review and ensure that the college's policies, procedures, protocols and practices are in compliance with Title IX regulations and make appropriate recommendations.
- Provide leadership to the Title IX Team at the college
- Develop and/or support development of campus climate surveys.
- Prepare annual statistical report on the number, nature and disposition of complaints, identifying patterns and making recommendations.
- Stay current with regard to regulations and statute relating to gender based violence including, but not limited to, Title IX and VAWA. Act as the college's representative when attending related conferences and communicating with federal government compliance or investigation officers.
- Identify appropriate resources available to faculty, staff, and students for additional support during investigations.
- Serve as the college's expert on Title IX requirements and compliance and provide consultation to senior officers as necessary.

Occasional Job Functions: Perform other duties as may be assigned by the Vice President for Administration and Finance.

REQUIRED QUALIFICATION STANDARDS:

Education and Experience:

- A bachelor's degree with seven years of related field experience *or* a Master's degree with five years of related field experience.
- Three of the years of experience must have been managing AA/EEO and diversity programs, including responding to complaints.
- Experience analyzing and reporting on affirmative action and equal opportunity data.
- Experience administering Title IX and/or handling Title IX investigations.

Skills, Knowledge, and Abilities:

- Demonstrated ability to lead, coordinate and inspire individuals with different perspectives in a large and complex environment and to work collaboratively with faculty, staff, students, administrators and community partners.
- Demonstrated knowledge of and ability to interpret federal and state equal opportunity and non-discrimination laws and regulations including Title IX, and other applicable laws and regulation such as: AA/EEO, Title VI, Title VII, Title IX, VAWA and the Campus Save Act, the ADA of 1990 and Amendment Act of 2008, Sections 503 and 504 of the Rehabilitation Act, the VRRA, the Veterans' Readjustment Assistance Act and USERRA and any related regulations.
- Demonstrated ability to administer Title IX.
- Demonstrated experience in counseling and conflict resolution techniques.
- Demonstrated ability to develop contacts with external constituencies representing protected classes.
- Demonstrated commitment to the principles of affirmative action as well as the promotion of cultural diversity and inclusion.
- Ability to organize, coordinate and supervise support staff.
- Excellent interpersonal, oral and written communications skills, as well as a strong ability to problem solve.
- Possess good basic knowledge and ability to use and apply computer technology.

Preferred qualifications in any of the following:

- JD and five years of progressively responsible experience in employee relations, equal opportunity/affirmative action or human resources or related field.
- Experience conducting or supervising discrimination and harassment investigations.
- Experience and/or training in responding to complaints of sexual harassment and sexual violence as well as complaint investigation and resolution.
- Experience collaborating with other units and developing campus wide strategies for implementation of programs to prevent discrimination and harassment.
- Previous higher education experience in a senior-level administrative position.
- Experience in a unionized environment.

ENVIRONMENTAL CONDITIONS:

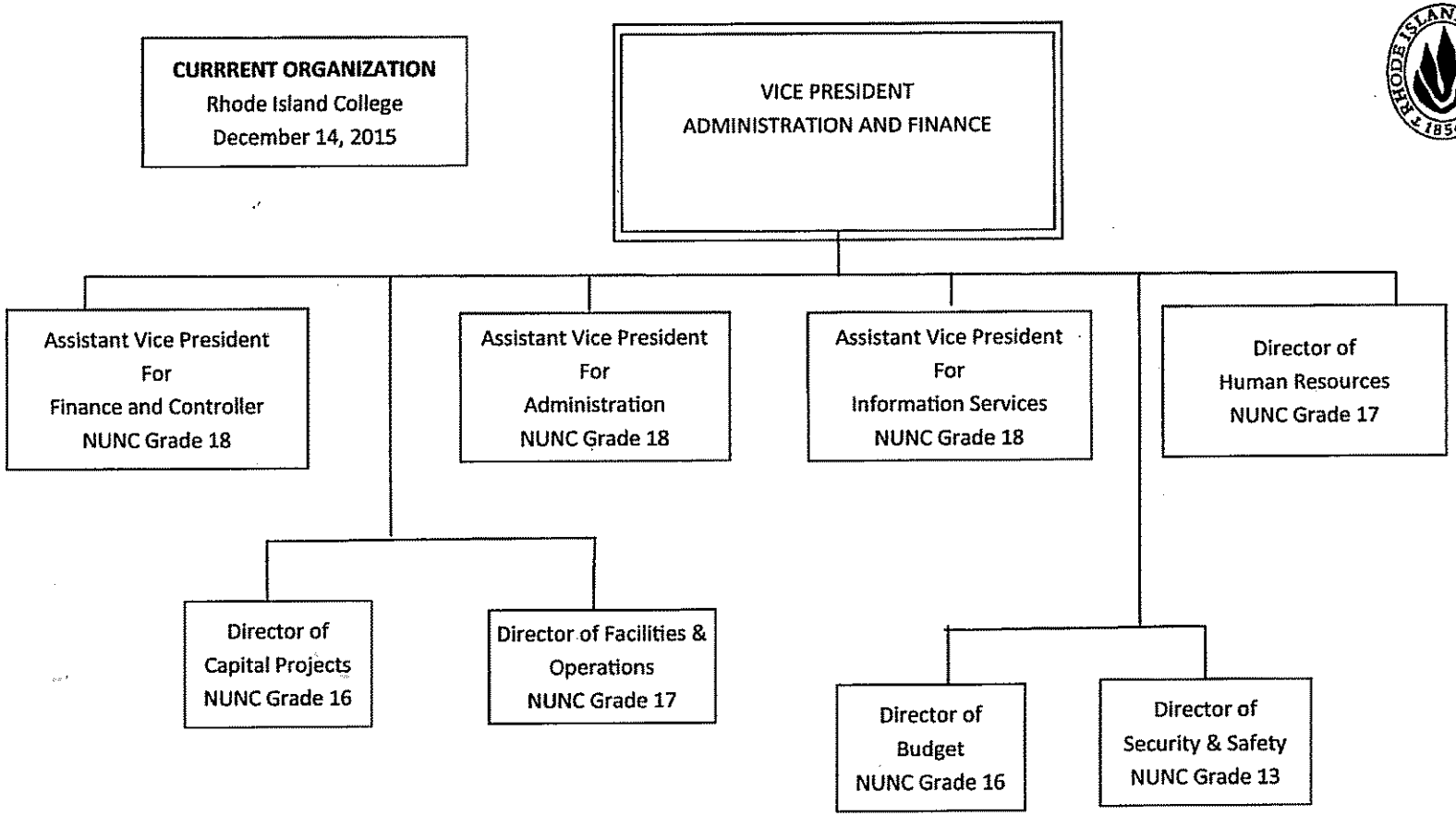
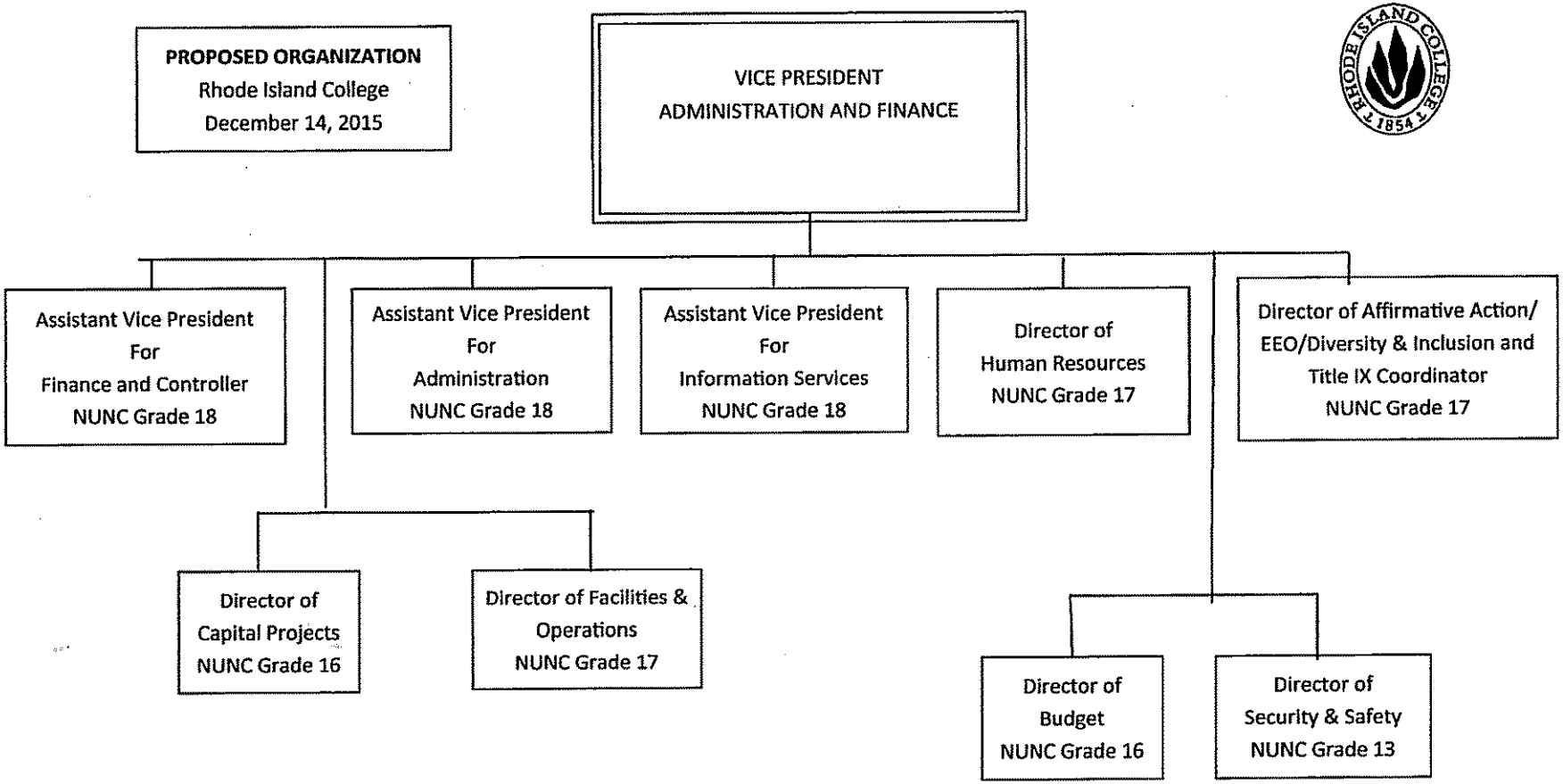
The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.

December 2015

CURRRENT ORGANIZATION
Rhode Island College
December 14, 2015



PROPOSED ORGANIZATION
Rhode Island College
December 14, 2015