



Enclosure 8k2
June 16, 2014

June 12, 2014

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TO: Members of the Board of Education
FROM: Clark Greene, Authorized Officer 
RE: Recommendation of the Personnel Review Committee (PRC)
on behalf of the University of Rhode Island

Per the University's request of May 14, 2014, the PRC is recommending that the Board approves the University of Rhode Island to:

- Create New Classification: "Director, Recruitment & Retention of Diverse Faculty & Staff," (NUNC) Pay Grade 14 (\$57,158 - \$122,365).

Therefore, I recommend:

THAT the Board of Education approves the PRC's recommendation.

See attached.

THE UNIVERSITY OF RHODE ISLAND
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM

EMPLOYEE/POSITION INFORMATION:

Name: _____ **Title:** Director, Recruitment & Retention of Diverse Faculty & Staff
Salary: _____ **Department:** President's Office
Grade: 14 **Salary Range:** \$57,158 - \$122,365
Union Status: NUNC **General Revenue:** YES
Union Appeal: NO **Administrative Action:** YES

REQUEST:

A. Reclassify: (change in title/ grade/job description)

New Title: _____

New Pay Grade: _____ **New Salary Range:** _____

New Union: (remains non-union)

B. Downgrade: (change in job description/grade only)

New Pay Grade: _____ **New Salary Range:** _____

C. Establish New Classification:

Title: Director, Recruitment & Retention of Diverse Faculty & Staff

Pay Grade: 14 **Salary Range:** \$57,158 - \$122,365

ATTACH THE FOLLOWING DOCUMENTS (if applicable):

1. Supervisor's statement of justification
2. Old position description
3. New position description
4. Organizational Chart
5. Summary of differences between old/new job descriptions

Approval/Disapproval Naomi Thompson 5/7/14
Originator's Signature (ems) Date

Approval/Disapproval _____
Dean's/Director's Signature Date

Approval/Disapproval Naomi Thompson 5/7/14
Provost's/Vice President's Signature (ems) Date

Approval/Disapproval Diana Miller 5/8/14
Director, Personnel Services' Signature Date

Approval/Disapproval David Daley 5.9.14
President's Signature Date



MEMORANDUM

TO: Laura Kenerson, Director of Personnel Services

FROM: Naomi Thompson, Associate Vice President
Community, Equity & Diversity & Chief Diversity Officer 

DATE: May 1, 2014

RE: Position Rationale for the Director of Recruitment & Retention for
Diverse Faculty & Staff

The Office of Community, Equity and Diversity seeks to create, post and fill a new position entitled the Director of Recruitment & Retention for Diverse Faculty & Staff. This position will report directly to the Associate Vice President of Community, Equity and Diversity.

The development of this position is consistent with President Dooley's and Provost DeHayes' commitment to community, equity, diversity and inclusion, as articulated in URI's Academic Plan and the President's Transformational Goals of the 21st Century.

President Dooley's transformational goals state that, "[t]o succeed, we must constantly ask how we can do more and do it better; and we must engage the world and its diverse cultures, viewpoints and styles." These transformational goals specify an aspiration of "Building a community at the University of Rhode Island (URI) that values equity and diversity." Similarly, Provost DeHayes' academic plan established a goal that "ensure[s] an equitable and inclusive campus community."

Pursuant to these goals, President Dooley, with the endorsement of URI's Strategic, Budget and Planning Council and the former Board of Governors for Higher Education (now the Board of Education) developed the Office of Community, Equity and Diversity, which included the creation of the requested position.

The Director of Recruitment & Retention for Diverse Faculty & Staff will direct a focused effort to recruit and retain diverse faculty and staff. Consult regularly with the Associate Vice President of Community, Equity and Diversity, the Director of Affirmative Action, Equal Opportunity and Diversity (AAEOD), Human Resources Administration (HRA) and the Office of the Provost. Manage diversity initiatives to recruit and retain diverse employees. Develop strategies to provide support and direction to search committees. Establish national and international recruitment networks to identify diverse candidates.

The requested position of Director of Recruitment & Retention for Diverse Faculty & Staff would further fulfill President Dooley's vision for the Office of Community, Equity and Diversity.

Thank you for your consideration of this request.

Class Code:.....
Position # : (NUNC) (E).....
Developed by:.....NT
Reviewed by:.....SG
Approved by:.....LK
Date:.....05/14

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Recruitment & Retention of Diverse Faculty & Staff
DIVISION: President's Office
REPORTS TO: Associate Vice President, Community, Diversity & Equity
GRADE: 14
SUPERVISES: Support staff and student workers

BASIC FUNCTION:

Direct a focused effort to recruit and retain a diverse faculty and staff. Consult regularly with the Associate Vice President of Community, Equity and Diversity, the Director of Affirmative Action, Equal Opportunity and Diversity (AAEOD), Human Resources Administration (HRA) and the Office of the Provost. Manage diversity initiatives to recruit and retain diverse employees. Develop strategies to provide support and direction to search committees. Establish national and international recruitment networks to identify diverse candidates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a focused strategic plan to recruit and retain underrepresented employees.

Provide guidance in targeted outreach by employing strategic and innovative recruitment strategies.

Develop ongoing networking relationships, collaborating with underrepresented community partners.

Work together with AAEOD and HRA to establish and manage key organizational metrics to meet recruiting goals.

Regularly assess and evaluate talent acquisition technology, tools, networks, association, organization, programs, and processes.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, and social media

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree or equivalent degree, or other advanced degree; minimum of five (5) years of progressively responsible experience in talent recruitment and retention of employees; demonstrated commitment to enhancing diversity and equal opportunity; demonstrated interpersonal skills; demonstrated proficiency with written and oral communications; demonstrated presentation or training skills; demonstrated ability to design recruitment and retention workshops; demonstrated ability to work collaboratively with diverse groups; demonstrated ability to work in a highly confidential and sensitive environment; demonstrated ability to travel.

PREFERRED: Demonstrated prior experience recruiting under-represented faculty and staff into higher education positions; demonstrated knowledge of web-based search engines and social media (e.g., LinkedIn, Monster, HigherEdjobs.com); demonstrated time and project management skills; demonstrated ability to recognize, coordinate and supervise support staff and students.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Community, Equity & Diversity Organization Chart

May 2014

