

# POSITION DESCRIPTION

## FOR THE POSITION OF VICE PRESIDENT FOR DIVERSITY, EQUITY, AND INCLUSION



**June 2021**

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Loyola Marymount University | Vice President for Diversity, Equity, and Inclusion  
Prepared by Eurus E. Belle and Kim M. Morrisson, Ph.D.



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<b>POSITION</b>	Vice President for Diversity, Equity, and Inclusion
<b>ORGANIZATION</b>	Loyola Marymount University
<b>REPORTS TO</b>	President, Timothy Law Snyder, Ph.D.
<b>LOCATION</b>	Los Angeles, California
<b>WEBSITE</b>	<a href="https://www.lmu.edu">https://www.lmu.edu</a>

## OVERVIEW OF THE ORGANIZATION

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Loyola Marymount University is ranked No. 66 among top national universities by *U.S. News and World Report*, placing LMU among the top five Jesuit universities in the country and in the top six private universities in California. LMU is committed to fostering a diverse academic community rich in opportunities for intellectual engagement and real-world experience. LMU enrolls an academically ambitious, multicultural, and socioeconomically diverse student body. The University recruits, retains and supports a diverse faculty committed to excellence in teaching, research, scholarship, and creativity.

The University is sponsored by three religious orders: the Society of Jesus (Jesuits), the Religious of the Sacred Heart of Mary (RSHMs), and the Sisters of St. Joseph of Orange (CSJs). This Catholic identity and religious heritage distinguish LMU from other universities and provide touchstones for understanding its threefold mission:

- ▼ The encouragement of learning;
- ▼ The education of the whole person, and
- ▼ The service of faith and the promotion of justice.

The Jesuit education LMU provides is nearly 500 years in the making. It was founded to create a better world for those who are here and those yet to come.

Academic life at LMU is intense, illuminating, and powered by real-world learning experiences on campus, in the vibrant Los Angeles community and around the world. At LMU, bright and motivated students work with exceptional scholar-mentors to take on new challenges, explore fresh perspectives and make exciting discoveries about the world, themselves, and their role and responsibility to address issues of injustice. The LMU academic experience starts with a Jesuit tradition of educating the whole person through a comprehensive grounding in the arts, humanities, and sciences. What makes the LMU learning experience extraordinary is the wealth of hands-on opportunities available to students in their various disciplines.

LMU offers 60 undergraduate majors and 56 minor programs, along with 49 master's degree programs, three doctorate programs and 14 credential/authorization programs delivered through seven schools

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and colleges: LMU Bellarmine College of Liberal Arts, LMU College of Business Administration, LMU College of Communication and Fine Arts, LMU Loyola Law School, LMU School of Education, LMU School of Film and Television, and the LMU Frank R. Seaver College of Science and Engineering. The average undergraduate class size is 19 students, graduate class size is 14, and the student-to-faculty ratio is 10 to 1.

LMU students hail from 48 states and 93 countries; 60 percent of undergraduates come from California and 10 percent from abroad, more than 6,500 undergraduate students and more than 3,000 graduate and law students. 86 percent of LMU's undergraduate students and 87 percent of its graduate students receive financial aid. Since 2012, LMU has created 338 named scholarships, with 199 of those endowed. LMU contributes \$146.8 million in grants and scholarships. As of January 2021, LMU had an endowment of over \$550 million.

LMU is nationally ranked #66 by *U.S. News and World Report* and #89 by *Wall Street Journal/Times Higher Education*. *The Hollywood Reporter* ranks LMU's School of Film and Television at #7 in the nation. LMU is a National university/High Research Activity (R2) placing LMU in the upper echelon of American universities. This classification reflects LMU's commitment to high-level research and its growth in doctoral degrees. LMU offers doctorate degrees in educational leadership for social justice and juridical science at LMU's Loyola Law School. LMU shelters a Phi Beta Kappa chapter and an Alpha Sigma Nu chapter.

LMU's 142-acre picturesque main campus is ideally located in Los Angeles, the world's capital of creativity, with an estimated population of 4 million. Consistently named among the nation's most beautiful and green campuses, LMU's location overlooking the Pacific Ocean is five minutes away from Los Angeles International Airport (LAX)—and, the rest of the world. With the opening of the new Playa Vista Campus in 2018 for graduate and professional education, the University is expanding its Silicon Beach presence. Silicon Beach, the tech capital of Southern California, is in LMU's front yard. Industry partnerships provide students with unrivaled internship and professional career opportunities. In 2015, Silicon Beach was ranked third globally for tech ecosystems, edging out powerhouse hubs like Boston, Tel Aviv, and London.

Located in Los Angeles, LMU benefits from being in a dynamic city that brings into sharp focus the issues of our time and provides an ideal context for study, research, creative work, and active engagement. By intention and philosophy, LMU invites individuals diverse in talents, interests, and cultural backgrounds to enrich its educational community and to advance its mission. The diversity of the Los Angeles area has always been one of its greatest strengths. Los Angeles has the largest Latino population of any major American city and LMU is an emerging Hispanic-Serving Institution and was recently awarded the prestigious Hispanic Scholarship Fund Education Partner of the Year. It is also home to more Koreans than any other city outside of North and South Korea, and it is home to more Filipinos outside of Manila. In fact, more than half of the population in the K-12 school system is made up of ethnically diverse students. As America's most populated county, L.A. County is also the third-most racially diverse county in the United States. LMU students and faculty take all that Los Angeles has to offer and use it as a background for understanding the complexity of cultures, industries, images, and opportunities that Southern California embraces.

With the diverse and vibrant culture Los Angeles brings to the bluff, LMU continues to advance its commitments to diversity, equity, and inclusion. LMU formed the [Presidential Black Leadership Advisory](#)

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[Council](#) to foster open dialogue, offer guidance, and encourage feedback on the Anti-Racism Project. Also, LMU's actively engaged [affinity and networking groups](#) advocate for and elevate the institution's inclusive excellence efforts.

LMU contributes to Los Angeles in economic impact and in service. LMU generates more than \$1 billion annually to the U.S. economy, with more than \$850 million of LMU's economic impact created in California, and with more than 5,400 jobs concentrated in Los Angeles County. Students volunteer more than 250,000 service hours a year with 250 community organizations. The LMU Family of Schools collaborates with eight public schools and two public charter schools within the Los Angeles Unified School District (second largest in the nation serving over 600,000 students at over 1,000 schools and 200 independently operated public charter schools), and four Catholic schools in the Westchester/Playa community. As an example of its strong commitment to social justice, Loyola Law School is the first ABA-accredited law school in California with a mandatory pro bono requirement. Its Project for the Innocent has helped free seven persons wrongly convicted from prison.

Committed to a sustainable environment, LMU is listed by the Sierra Club as being in the top 20 in the nation in their 2018 report of "Cool Schools" for environmental practices and initiatives. LMU has five LEED (Leadership in Energy and Environmental Design) Certified buildings. The Life Sciences Building received LEED Gold certification in November 2015 and the William H. Hannon Library received LEED Gold certification in 2011. LMU was the repeat winner of the RecycleMania tournament (the annual tournament for North American Colleges and universities), recognizing the University's leadership in community engagement and student/staff collaboration as distinctive factors contributing to its recycling success.

LMU has also been recognized for its diversity and success with diverse populations of students. In 2017, the Education Trust ranked LMU #3 in the nation for promoting Latina/o student success. College Factual ranked LMU in the top 4.5 percent nationally for diversity. *U.S. News and World Report* ranked LMU (nationally) at #38 for "Best Colleges for Veterans." LMU received the Innovator Award from Big Brothers Big Sisters (BBBS) of Greater Los Angeles for its commitment to providing full-ride scholarships to high achieving young women in the BBBS mentoring program.

### **Diversity, Equity, and Inclusion at Loyola Marymount University**

President Timothy Law Snyder asserts that inclusive excellence as well as anti-racism are fundamental to the LMU mission to provide holistic educational experiences that prepare the University's students to be persons for and with others. LMU strives to create and sustain a campus community that supports the professional development of faculty, staff, and administrators and enriches the lives of students through engagement and inquiry in a supportive environment. Inclusive excellence seeks to ensure that diversity, equity-mindedness, and inclusion are part of everything we do at the University, as part of our vision of academic excellence. Anti-racism focuses on transforming institutional structures and practices towards eliminating racism and sharing power towards greater equity.

LMU is committed to its core values of diversity, equity, and inclusivity, which reflect our University mission, and prides itself in offering a welcoming environment where all can thrive and reach their highest potential. Diversity, Equity, and Inclusion (DEI) (previously the Office of Intercultural Affairs) at LMU was formed in 2000 and since 2001 has been under the leadership of a Vice President reporting

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directly to the President and a member of the President's Cabinet. The objectives and priorities of DEI are informed by the anti-racism and DEI focus of the University's strategic plan, as well as through results of climate studies, and listening sessions with students, faculty, and staff.

In 2021, LMU launched its [new 2021-2026 strategic plan](#), "Creating the World We Want to Live In," which prioritizes LMU's commitment to [Anti-Racism, Diversity, Equity, and Inclusion](#). One of the five spotlight initiatives focuses on [Learning for Justice, Inclusion, and Transformation](#).

The DEI positions currently reporting to the VPDEI include three diversity, equity, and inclusion associates, an administrative specialist, and a director of the Academic Community of Excellence Program. Over the years, DEI has worked in tandem with Mission and Ministry to ground its principles and practices in the Catholic identity of Loyola Marymount University and the traditions of its sponsoring religious orders. The mission of DEI aligns with LMU's mission by serving as a focal point for the promotion of inclusive excellence throughout the campus community, for faculty, staff, and students. As a unit integrated across LMU, the DEI uses theory-driven, evidence-based practices to put these values into action. DEI anti-racism efforts support unit-level systemic analysis towards ever-transforming the University. Resources for the systemic analysis process are available on the DEI website, and major activities and programs carried out by DEI include the following:

### **Structural Diversity: Equity and Access**

Presence of faculty, students (undergraduate and graduate), and staff that reflect the diversity of the world we live in, with particular attention to providing access to historically underrepresented and underserved groups.

Projects Include:

1. Representing LMU at external conferences for [Faculty Recruitment](#);
2. Collaboration with the Association of Jesuit Colleges & Universities;
3. Guidance in [Search & Hiring Processes](#); and
4. Faculty and Staff search process briefings.

### **Infrastructure and Evidence-Based Practices**

Evidence-based approaches to promote inclusive and equitable Institutional structures, practices, and policies.

Projects Include:

1. Leading various councils and committees with focus on DEI issues;
2. Coordinating and collaborating with DEI associate deans in colleges/schools and DEI liaisons across different campus units;
3. Conducting Campus Climate and (pandemic-specific) Community Check-In survey; and
4. Providing Equity Scorecard reports.

### **Capacity Building and Leadership Development**

Programs and Initiatives that increase and strengthen faculty and staff capacity to contribute to an equitable, inclusive institutional climate.

Projects Include:

1. [Implicit Bias](#) workshops for faculty, staff, and students;

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2. Anti-Racism workshops, including anti-oppressive pedagogy series for faculty; introduction to anti-racism workshop for faculty and staff (new in 2021-22); faculty and staff learning communities; and orientation modules for students;
3. Leading Institutional Units & Programs | Inclusive Excellence ([LIUP|IE](#)) yearly cohort;
4. [Cabinet Associates program](#), a year-long executive leadership mentoring program with members of the President's Cabinet;
5. [Cultural Consciousness Conversations](#), a 9-month intergroup dialogue program for a cohort of faculty, staff, and administrators; and
6. Intercultural Facilitator Training, a "Level 2" program for participants who have completed the Cultural Consciousness Conversations program (new in 2021-22).

### Educational Mission and Student Experience

Inclusive and diverse curriculum, classroom and co-curricular spaces that increases student learning, citizenship outcomes, and the development of men and women for others.

Projects Include:

1. Providing leadership for the implementation of the strategic plan's "[Learning for Justice, Inclusion and Transformation](#)" initiative;
2. [Academic Community of Excellence](#) programming;
3. Gender-themed living community; and
4. Arrupe DEI award review and selection process for outstanding DEI academic achievement for undergraduates (inaugural award 2021) and graduate students (inaugural award planned for 2022).

### Institutional Identity, Culture, and Society

Understanding diversity as an integral aspect of LMU's institutional identity as reflected through our stories, images, and rituals, as well as our scholarship, work, and creative activities to help create a more just and inclusive society.

Projects Include:

1. Inclusive excellence [Grants & Awards](#);
2. Outreach such as: Monthly [LMU This Week](#) Column; D & I Quick Tips series;
3. Faculty and staff [Affinity Groups](#):
  - o [Affinity and Networking Groups](#):
    - Black Faculty and Staff Alliance, Asian American Pacific Islander Faculty Staff Association, Latino Faculty Association, Latinx Staff Association, LGBTQ Faculty and Staff Network, Committee on the Status of Women, and Alliance of White Anti-Racists Everywhere
4. Campus [virtual forums](#) to foster awareness and dialogue on DEI and anti-racism in collaboration with different campus partners; and
5. [Inclusive History and Images Project](#). Though the general history of Loyola University, Marymount College, and LMU is known, faculty and staff are also keenly aware that there are stories that have not been documented, experiences that have not been expressed. Too often these overlooked occurrences involved Black, Latino/a and Latinx, Asian American and Pacific Islander, Indigenous, LGBTQ, and disabled members of the LMU family. The IHIP seeks to address these important gaps in our understanding of our own institutional history by gathering stories and images from alumni to tell the full and inclusive LMU story as part of its anti-racism efforts.



### Anti-Racism Project

The [Anti-Racism Project](#) is rooted in our Catholic, Jesuit, and Marymount identity and University mission, where we regard and treat each other with respect, recognizing the inherent dignity and immutable humanity of all peoples, made in the image of God. We are called to be persons for and with others, acting out of our faith—inclusive of our varied religious traditions and worldviews—towards social justice for all. The Anti-Racism Project focuses on facilitating transformation of the University through strategies supporting campus-wide conversations, unit-level systemic analysis, and individual growth and professional development.

## ROLE SUMMARY

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The Vice President for Diversity, Equity, and Inclusion (VPDEI) is a cabinet-level position reporting to the President. The position participates in the University's governance structure by providing visionary leadership and placing the University into national prominence as a model for inclusive excellence. The VPDEI leads institutional change and educational effectiveness by cultivating organizational capacity for diversity, equity, inclusion, and equity-mindedness. This will be accomplished through partnerships with various campus constituents.

LMU is a relationship-oriented environment that encourages direct, in-person interactions and collaboration. The VPDEI will have a holistic vision of diversity and inclusion, display a willingness to take risks, offer new ideas, and see the big picture across the campus. The VPDEI encourages and values the contributions of different individuals and groups.

### Specific Responsibilities

- ▼ Serve as a champion to advance the University's longstanding commitment to diversity, equity, inclusion, equity-mindedness, collaboration, and advocacy.
- ▼ Work with University leadership to maintain direction for the conceptualization, definition, assessment, and cultivation of a common vision of inclusiveness.
- ▼ Serve as a catalyst to integrate inclusiveness by working through lateral networks of the University and using evidence based research methods to collect data.
- ▼ Develop and articulate a vision for inclusive excellence that values a rich and diverse community working together with shared responsibility to achieve the University's mission.
- ▼ Work closely with the Vice President for Mission & Ministry to ensure vision is aligned with the University's mission.
- ▼ The VPDEI will cast a strategic vision (in collaboration with University leaders, faculty, students and staff) for institutional success and transformation using indicators of diversity, equity, and inclusion.

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- ▼ The VPDEI will have oversight for developing and implementing programs that foster an inclusive climate in which all can thrive.
- ▼ Work with constituent groups to foster an environment where dialogue and meaningful conversations about diversity, equity and inclusiveness occurs.
- ▼ Serve as institutional change agent in support of improving campus climate; diversify student, faculty and staff populations; strive to infuse diversity in all aspects of the University by adapting language and styles to different audiences to effect intentional change in systems, structure, and the culture of the University.
- ▼ Identify, define, develop, implement, and evaluate present and future educational needs of University students, faculty and staff to ensure awareness and understanding of LMU's mission centered vision of diversity.
- ▼ Engage in unit planning for interculturalism that provides a roadmap for effecting sustainable inclusive excellence and a healthy campus climate in support of the University strategic plan.
- ▼ Oversee assessment activities that measure, monitor and report on the University's progress toward diversity.
- ▼ Develop and implement methodologies to measure the success of the University's diversity initiatives and programming.
- ▼ Lead a team of professionals including, but not limited to, hiring, professional development, evaluating, and mentoring. Review performance of assigned staff annually against agreed upon objectives and goals. Recommend personnel and salary actions for assigned staff. Support a high level of morale, consistency and productive working relations among the team.
- ▼ Serve in the role of University ombudsperson as an independent, confidential, and impartial resource to help faculty and staff address work-related issues. The ombudsperson supplements the University's regular channels for addressing workplace concerns by providing informal assistance, advocating for fairness and equity, fostering early problem resolution, and promoting better communication. The ombudsperson monitors trends for systemic issues and may make recommendations for improving the work environment. The ombudsperson adheres to all University policies and procedures, and the ombudsperson role does not replace and/or supersede other University formal processes.
- ▼ Serve as the University's ambassador for inclusive excellence locally, regionally, nationally, and beyond. Actively engage in professional organizations and societies, network with other institutions in order to share ideas, promote best practices and ways in which the University may improve, and provide leadership in higher education.
- ▼ Pursue and manage relevant external funding/grants in support of University diversity programs. Conduct and support research to broaden the creation of ideas and knowledge on diversity and contribute to scholarship and the campus community.

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- ▼ Serve as administrator for the President's Leadership Development Initiative and perform other duties as assigned by the President.

### Opportunities Ahead

While LMU has made progress in many areas, there is more work to be done to create the kind of inclusive community to which the University aspires. Some of the opportunities envisioned that will define this role going forward include:

***Build upon a sound foundation to leverage LMU's collaborative and interdisciplinary priorities:*** The new VPDEI will assist other cabinet members in identifying current, emerging, and future trends and collaborative opportunities that could strengthen diversity and inclusivity programming within their areas. Examples of areas that would benefit from greater collaborations include Intercultural Advancement (Student Affairs), the First To Go Program (Academic Affairs), and Alumni Relations (University Advancement).

***Advance LMU's national and international reputation:*** Position LMU as a thought leader in strategy, direction, and a comprehensive vision based on knowledge of current trends in this space and the evolving needs of society. The VPDEI may build upon LMU's social justice mission to promote proactive initiatives in this endeavor.

***Recognize the enormous diversity of the LA community:*** Building upon the success of the University in enrolling a student body that is one of the nation's most diverse, the new VPDEI will have the opportunity to enhance recruiting and retention efforts to strive continually for a more diverse environment, especially among LMU's faculty and administration.

### REQUIRED QUALIFICATIONS AND EXPERIENCE

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LMU seeks a thought leader on topics related to diversity and inclusion who is sensitive to the nuances of intercultural concepts and its relationship to religion, spirituality, and social justice. Promoting intercultural awareness is not the singular domain of this position but is the responsibility of everyone on campus. The VPDEI will provide the guidance and awareness that assures LMU is positioned as an environment where shared values, respect for others, and engaged dialogue are encouraged.

Candidates for this position should possess the following:

- ▼ Typically, a doctoral degree or comparable terminal degree from an accredited institution. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of discipline related trends and regulation/policy changes.
- ▼ Minimum of 10 years of progressively responsible leadership experience, preferably in a higher education setting.
- ▼ Substantial experience in designing and leading efforts that have promoted access, diversity, inclusion, multiculturalism and education and employment equity, including fluency with the

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current scholarship in these areas. Additionally, an understanding of the historical ramifications of marginalized identities in the USA and the world.

- ▼ Demonstrated success in articulating a long-term vision and strategic plan to guide the development and implementation of inclusive excellence programs. Demonstrated success in promoting and implementing innovative strategies supporting inclusiveness. Ability to animate the mission of the university through inclusive excellence.
- ▼ Demonstrated leadership capabilities – staff management, ability to problem solve and facilitate meetings, experience working collectively to achieve positive results, and an ability to perform multiple tasks in an effective manner.
- ▼ Knowledge of federal, state and local laws and regulations related to anti-discrimination, including Equal Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the Jeanne Clery Act of 1960, the Violence Against Women Act of 1994, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, all as amended.
- ▼ Exemplary communication skills (written and oral) evidenced by experience in preparing comprehensive reports and executive summaries incorporating complex, highly technical information.
- ▼ Highly developed organizational and leadership skills.

Loyola Marymount University, a Carnegie classified R2 institution in the mainstream of American Catholic higher education, seeks outstanding applicants who value its mission and share its commitment to inclusive excellence, the education of the whole person, and the building of a just society. LMU is an equal opportunity employer committed to providing an environment free from discrimination and harassment as defined by federal, state and local law. We invite all persons in the full diversity of their being, life experiences, and beliefs to apply. Please read more about our commitments and our efforts at <https://resources.lmu.edu/dei/>.

## SEARCH TEAM

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Nominations and applications will be accepted until the position is filled. Applications and expressions of interest should be accompanied by a cover letter, curriculum vita, and the names of five references. Cover letters should address how the candidate's experience and qualifications have prepared them for the role. Materials should be submitted electronically in confidence to [LMUVPDEI@divsearch.com](mailto:LMUVPDEI@divsearch.com).

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