



Chief Diversity Officer University of Wisconsin – Madison

Position Description

February 2021

The University of Wisconsin-Madison invites nominations and applications for the position of Chief Diversity Officer. This position is appointed as Deputy Vice Chancellor for Diversity and Inclusion and Vice Provost and Chief Diversity Officer (**CDO**). The position also carries the endowed title of the Elzie Higginbottom Director of the Division of Diversity, Equity & Educational Achievement. The CDO will be a proactive and strategic advocate, an enterprising and innovative partner, and an experienced and inspiring leader for the university's efforts to create a diverse, inclusive, and successful work and learning environment for all students, faculty, staff, alumni, and other university stakeholders. The individual will possess organizational and political savvy, strategic diversity experience, a proven track record of successfully advancing diversity initiatives, and the energy, enthusiasm, drive, and gravitas necessary to achieve ambitious university goals.

Given the collaborative decision-making approach at the University of Wisconsin-Madison, the CDO will have a dual-reporting relationship to the Chancellor and to the Provost/Vice Chancellor for Academic Affairs and will serve as a member of both the chancellor's and the provost's executive teams. This dual reporting relationship emphasizes the important role the CDO plays in shaping the overall institutional strategy around diversity, equity, and inclusion initiatives, as well as the CDO's primary responsibility for providing leadership on diversity, equity, and inclusion activities and ensuring they directly connect with the academic mission of the university.

About the University

With a history spanning more than 170 years, the [University of Wisconsin-Madison](https://www.wisc.edu/) (UW-Madison) is a world-class teaching and research institution dedicated to advancing the public good, solving real-world problems, and cultivating the future leaders of tomorrow. Founded in 1848, UW-Madison is both the oldest and largest university in the state of Wisconsin as well as the state's flagship public land-grant university.

UW-Madison is home to a dynamic and diverse community of over 45,000 students and 20,000 employees who share a strong sense of school spirit, a commitment to both service and scholarship, and a deep appreciation for the institution's academic rigor. The university's distinctive collection of programs includes a complete spectrum of humanities, social studies, biological and physical sciences, professional programs, and student activities, reflecting its foundational belief that there is limitless opportunity for academic growth. With over 9,000-plus courses; 200-plus undergraduate majors and certificates; and 250-plus master's, doctoral, and professional programs, UW-Madison offers students countless opportunities, in and out of the classroom, that reshape the way they view the world—and the impact they can have on it. At the center of learning, the university provides the following colleges, schools, and divisions:

- College of Agricultural and Life Sciences
- Division of the Arts
- School of Business
- Division of Continuing Education Studies
- School of Education
- College of Engineering
- Graduate School
- School of Human Ecology
- International Division
- School of Journalism and Mass Communications
- Law School
- College of Letters & Science
- School of Medicine and Public Health
- School of Music
- School of Nursing
- School of Pharmacy
- School of Public Affairs
- School of Social Work
- School of Veterinary Medicine

In addition, UW-Madison's curriculum and commitment to the highest quality instruction have earned it exceptional recognition: UW alumni and faculty have been awarded 20 Nobel prizes and 41 Pulitzer prizes, and UW-Madison is ranked 13th among public institutions in the 2021 U.S. News & World Report.

Among the world's leading universities, UW–Madison is distinctive in its scale and breadth, the premium it places on its relevance to society, and its commitment to inclusivity in the broadest sense. One of the longest and deepest traditions surrounding UW-Madison is the [Wisconsin Idea](#). The “Idea” signifies the general principle that education should influence people's lives beyond

the boundaries of the classroom. Synonymous with Wisconsin for more than a century, this “Idea” has become the guiding philosophy of university outreach efforts in Wisconsin and throughout the world.

Madison, Wisconsin

Built on an isthmus, UW–Madison and the [city of Madison](#) seamlessly blend together, creating opportunities and an atmosphere unlike any other campus. UW-Madison’s picturesque 936-acre campus spreads out along Lake Mendota, the largest of the city’s five lakes. At the heart of UW-Madison is State Street, [the Memorial Union](#), and [the Terrace](#), perfect spots to gather, enjoy local music, and experience craft brews, farm-to-table food, and outdoor art. With a growing population of more than 240,000, Madison offers the perfect combination of natural beauty, stimulating cultural offerings, and vibrant nightlife.

The Division of Diversity, Equity & Educational Achievement (DDEEA)

Diversity is a source of strength, creativity, and innovation for UW–Madison. The pursuit of excellence in teaching, research, outreach, and diversity are inextricably linked goals for UW-Madison. Under the leadership of the CDO, the [Division of Diversity, Equity & Educational Achievement \(DDEEA\)](#) supports the mission of UW-Madison as it works to create a diverse, inclusive, and excellent learning and work environment for all students, faculty, staff, alumni, and partners of the university.

DDEEA’s core values are centered in community, inclusion, organizational excellence, transparency, accountability, and social justice. The vision of DDEEA is to create a UW-Madison community where everyone thrives personally and professionally in diverse, global, and interconnected environments on campus and beyond. Its mission is to support and embody UW-Madison’s commitment to diversity, equity, and educational excellence in principle and practice. DDEEA uses collaboration, leadership and seeding of new initiatives, consultative advice, and the coordination of numerous institutional initiatives to support the campus, Wisconsin, and the world.

Some of DDEEA’s offices and initiatives include:

- [Academic Coaching and Tutoring Services](#) (ACTS), a peer tutoring program to enhance academic and personal skills
- [Campus Climate](#), campus climate progress reports, published semiannually
- [Center for Educational Opportunity](#) (CeO Program), services for first-generation students who meet certain income guidelines and students with disabilities

- [Diversity Forum](#), an annual campus and community premier platform to discuss, share, and learn about contemporary issues on diversity and inclusion
- [Diversity Inventory](#), an online searchable database of diversity and inclusion programs, events, research, support services, and assessments
- [Innovation Grants](#), a development training and seed fund program to cultivate innovative ideas to further the division's goals
- [Learning Communities for Institutional Change & Excellence](#) (LCICE), a forum to build a socially just campus climate through active dialogue
- [McNair Scholars Program](#), a bridge to graduate education for undergraduate students from underrepresented segments of society
- [Office of Multicultural Arts Initiatives](#) (OMAI), culturally relevant and transformative arts programming to promote positive social dialogue and to give cultural art forms a legitimate academic forum
- [Office of Strategic Diversity Planning and Research](#) (OSDPR), leadership support services for strategic planning and execution of diversity, equity, and inclusion initiatives
- [Posse Program](#), a training program for high school seniors with extraordinary academic and leadership potential who may be overlooked by traditional college selection processes
- [Precollege Enrichment Opportunity Program for Learning Excellence](#) (PEOPLE), a premier college access program for student success
- [R.E.E.L. Change](#) (Retain, Equip, Engage, Lead), a diversity framework three-phase, 18-initiative strategic plan

Recognizing that diversity and inclusion are a collaborative endeavor, the DDEEA works across the entire campus within multiple strategic partnerships to increase diversity via UW-Madison's [pipeline and recruiting efforts](#), [shared governance](#), affirmative action and equal employment opportunity, the [Faculty Diversity Initiative](#), campus engagement and outreach, and campus and community grassroots efforts.

The Role of the Deputy Vice Chancellor for Diversity and Inclusion and Vice Provost and Chief Diversity Officer (CDO)

The Deputy Vice Chancellor for Diversity and Inclusion and Vice Provost and Chief Diversity Officer (CDO) will be an innovative and strategic leader with a broad vision for the role of diversity in achieving institutional excellence. The CDO will serve as an advisor, advocate, institutional resource, and change agent collaborating with a broad range of constituencies within the complex and dynamic environment of UW-Madison.

The work of the CDO is accomplished through leadership, extensive consultation, and collaboration. The individual is responsible for coordinating numerous institutional initiatives, while supervising the key diversity units that comprise the Division of Diversity, Equity & Educational Achievement (DDEEA), a unit with approximately 80 FTE employees and an annual budget of \$10 million. While the CDO leads a number of institutional initiatives through the work of the division, this individual also provides leadership, coordination and support for the many efforts underway in schools, colleges, and other administrative units across the campus. The successful candidate will hold the title, Elzie Higginbottom Director of the Division of Diversity, Equity & Educational Achievement.

One of the primary responsibilities of the CDO is to facilitate progress toward the university's strategic diversity priorities, which include:

1. Recruiting and retaining a more diverse faculty, staff and student community;
2. Preparing members of the campus community to thrive personally and professionally in a world that is diverse, global and interconnected;
3. Eliminating the achievement gap between majority and underrepresented students;
4. Increasing access, retention and achievement for underrepresented minorities and women in the STEM areas; and
5. Enhancing the campus climate for inclusion.

Principal duties of the CDO include:

- Serve on the university senior leadership teams, including the Chancellor's Executive Committee and the Provost Executive Group, providing guidance and recommendations to the chancellor, provost, and other campus leadership in matters of diversity, equity, and inclusion.
- Work closely with leadership across campus, particularly with the Vice Chancellor for Student Affairs and the deans of schools and colleges, to develop and implement strategic initiatives that promote the university's mission of diversity, equity, and inclusion.
- Provide leadership and support to departments, deans, and others in the recruitment, hiring, and retention of faculty and staff who help increase the diversity of the campus community, working closely with the Vice Provost for Faculty and Staff Affairs and the Office of Human Resources.

- Oversee implementation of UW-Madison's Diversity Framework and provide leadership to enable the institution to develop its next campus strategic plan for diversity, equity, and inclusion.
- Participate in forming and maintaining connections with the stakeholders in the Madison community, including representatives from pre-K-16 institutions, community organizations, and local businesses.
- Serve as a representative of the university at national conferences, the Big Ten Academic Alliance, UW System meetings, and other venues as appropriate.
- Manage all aspects of the units within the Division of Diversity, Equity, and Educational Achievement (DDEEA).
- Create annual reports on programs within the DDEEA and on the university's diversity framework, assess success in reaching identified goals, and provide leadership in making necessary adjustments.
- Work with appropriate individuals and offices to evaluate current practices and policies, develop accountability measures, and provide benchmarking on diversity-related initiatives across the university.
- Foster existing relationships with donors, alumni, and philanthropic organizations and identify and develop new funding sources for the programs within DDEEA or the university as a whole.
- Work with campus units to create and maintain robust pathways that lead to academic and professional success for diverse and underrepresented populations.
- Provide leadership and support to and frequent communication with shared governance committees and university programs, particularly those that focus on diversity, equity, and inclusion.

Desired Qualities and Characteristics

It is strongly preferred for the individual to possess a Ph.D. or equivalent terminal degree from an accredited university. In addition to being an inclusive and experienced leader in the diversity, equity, and inclusion field, the individual must have a strong commitment to supporting the mission, values, and strategic goals of UW-Madison. The individual must possess excellent interpersonal and communications skills and the ability to inspire and influence others. The individual will demonstrate cultural awareness and agility, exercise emotional intelligence, build trust and credibility, collaborate with a wide variety of stakeholders, and provide leadership to a vibrant environment that is in the midst of fluidity and change.

The ideal candidate will bring many of the following qualities, skills, and experiences:

- Strong history of academic and / or professional experience in administration at a complex institution, with increasing responsibilities;
- An awareness of best practices around diversity, equity, and inclusion trends that impact higher education;
- The ability to provide intellectual and thought leadership around diversity, equity, and inclusion in alignment with university objectives;
- Experience in effectively managing personnel, budget, and office operations;
- Knowledge of and commitment to the institutional vision for diversity and inclusion at UW-Madison;
- Ability to oversee programs with a variety of constituents and missions;
- Proven record of understanding and engagement with the scholarship, best practices, and data-driven decision making related to diversity and inclusion efforts in their many forms;
- Experience developing, implementing, and assessing strategic diversity initiatives with a focus on equity, climate, and recruitment and retention for students, faculty, and staff;
- Experience in fundraising and fostering donor relations and the ability to identify and secure new funding sources;
- Evidence of skills in data collection and utilization to assess programs and increase shared accountability;
- The communication and conflict-resolution skills needed to navigate socially and politically-charged situations to resolve problems, build consensus, and reconcile competing interests;
- Ability to represent the university in community, public relations, alumni, business, and governmental settings;
- Experience convening people from across a complex organization to create a culture of shared responsibility;
- Outstanding oral, written, and interpersonal communication skills with the ability to engage diverse constituencies;
- Experience in fostering a high-performing organization through coaching, mentoring, and staff development;
- Ability to work effectively and collaboratively in a shared governance environment;
- Proven record of collaboration, empathy, innovation, and creative problem solving;
- Familiarity with state and federal law related to diversity, equity, and inclusion;

- Demonstrated understanding of and evidence of cross-cultural competence and anti-racist practice.

Application Instructions

Applications and nominations must be received by **April 9th, 2021** to ensure best consideration. A letter of application describing interest in the position and how professional experience has prepared the individual for this position should be accompanied by a resume and the names, addresses, emails, and telephone numbers of five professional references. Candidates will be informed before references are contacted.

The search committee particularly encourages applications and nominations of women and persons of underrepresented groups. Please note that in accordance with Wisconsin statutes, the names of nominees and applicants who explicitly request confidentiality will not be made public. However, the university is required to release the names and titles of the finalists who will be interviewed by the chancellor and the provost.

UW- Madison is being assisted in this search by [Storbeck Search, a member of Diversified Search Group](#). Please submit inquiries, nominations and application materials to: Professor Jerlando Jackson, chair of the search and screen committee c/o:



R. Thomas Fitch, Ph.D., Partner- Storbeck Search
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UW–Madison is an equal opportunity/affirmative action employer that promotes excellence through diversity and encourages all qualified individuals to apply.