



Position Title: Associate Provost for Faculty and Diversity Initiatives
Supervisor: Provost
Classification: Administrative Management, exempt, full-time, year-round

The Associate Provost for Faculty and Diversity Initiatives (APFDI) reports to the Provost and serves as a member of the Provost's senior staff. The Associate Provost supports faculty development efforts in the areas of pedagogy, curriculum, scholarship, and leadership and works with the Provost to oversee faculty evaluation and reviews. The APFDI oversees the implementation of Muhlenberg's Diversity Strategic Plan and contributes to the development of policies and practices that help sustain a diverse, inclusive, and equitable community. Working with the Provost, the APFDI supports the College's initiatives to recruit and retain a diverse faculty, and partners with others on campus (e.g., Faculty Center for Teaching, Provost Senior Staff, Department Chairs, faculty, and the Office of Multicultural Life) to strengthen the depth and complexity of teaching and learning about diversity. The APFDI collaborates with the Office of Multicultural Life and Human Resources to support diversity and inclusion initiatives targeted at students, faculty, and staff.

Characteristic Duties & Responsibilities:

- A. Works with the Provost and department chairs to coordinate faculty searches and oversee training for department equity advocates
- B. Oversees hiring, orientation, evaluation, and development of adjunct faculty in the traditional curriculum.
- C. Coordinates annual meetings with tenure/promotion candidates to review process and procedures
- D. Chairs (or Co-chairs) the President's Diversity Advisory Council
- E. Oversees progress on the implementation of the Diversity Strategic Plan. (View the plan and updates at this link:
<http://www.muhlenberg.edu/main/aboutus/president/initiatives/diversityatmuhlenberg/>.)
- F. Oversees the Intergroup Dialogue Program
- G. Partners with Multicultural Life and Admissions to support the Emerging Leaders Program
- H. Supports the Faculty Center for Teaching and oversees the Faculty Center for Teaching director.
- I. Organizes professional development for department chairs
- J. Works with the Director of Corporate, Foundation and Government Relations to assist faculty in identifying opportunities for external funding and developing competitive proposals

- K. Coordinates the College's involvement with national diversity programs such as the Consortium for Faculty Diversity
- L. Represents Muhlenberg at consortial, regional, and national meetings that address diversity and inclusion
- M. Performs other duties as assigned.
- N. Opportunities may be available to teach one course each academic year.

Qualifications:

1. Advanced academic degree (ideally, an earned doctorate or equivalent terminal degree)
2. Ten or more years of experience in a higher education environment
3. Accomplished record of teaching and scholarship that might warrant an academic appointment
4. In-depth knowledge of theory and practice regarding organizational diversity, inclusive pedagogy, and faculty development
5. Experience developing and leading strategies to promote diversity, equity, and inclusion in higher education
6. Experience analyzing, interpreting, and assessing quantitative and qualitative data to inform decision-making
7. Outstanding written and verbal skills and the ability to communicate with a variety of community stakeholders
8. Excellent interpersonal skills and emotional intelligence required to build relationships and collaborate with faculty, staff, and students

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.