Associate Dean of Diversity, Equity and Inclusion College of Natural Sciences
Description of the Position

Job Summary
Reporting directly to the Dean of the College of Natural Sciences, the Associate Dean for Diversity, Equity and Inclusion (ADDEI) serves within the Dean’s leadership team to support, coordinate, and advance DEI efforts across our 13 departments, 2 schools, and 4 interdisciplinary graduate programs through a full-time administrative appointment (12 month). The CNS ADDEI serves in a three-year (renewable) administrative appointment that permits on-going research/scholarly activity. The ADDEI works closely with the Dean, the Associate Deans of Research and Innovation, Undergraduate Education and Development, Administration and Finance, and Faculty, Graduate and Postdoctoral Development, and the CNS Directors of Undergraduate Student Success and Diversity, Graduate Student and Postdoctoral Success and Diversity, Faculty Development, and Human Resources to articulate the vision and goals related to diversity, equity and inclusion and to implement plans to enhance recruitment, retention and long-term success of faculty, staff and students from underrepresented groups in CNS. The CNS ADDEI will also partner with the CNS Department Heads and Chairs, School Directors, Graduate Program Coordinators to achieve these outcomes in academic programs throughout the college. The CNS ADDEI will also collaborate with the offices of the Dean of the Graduate School, Vice Chancellor for Diversity, Equity and Inclusion, the Vice Provost for Faculty Development, the Associate Provost for Equity and Inclusion, the Associate Provost for Student Success, the Associate Director of Diversity Recruitment, and the corresponding DEI leaders in the other colleges to leverage campus resources and expertise to advance CNS DEI efforts.

Essential Functions

- Develop and oversee innovative and sustainable programs for successful recruitment and retention of CNS undergraduate students, graduate students, postdoctoral researchers, staff and faculty from underrepresented groups, such as but not limited to, racially minoritized communities, first generation communities, and LGBTQ communities
- Establish and track metrics to evaluate effectiveness of recruitment and retention efforts
- Oversee and support Climate Advisory Committees (CACs) across the college with the goal of enhancing an inclusive and welcoming college climate
- Develop, oversee and coordinate training programs for search committees, admissions committees, and departmental and college personnel committees to ensure inclusive and equitable practices in recruitment, evaluations, and promotion actions
- Serve as a liaison with Provost’s and Chancellor’s offices on DEI issues, including proactive initiatives and the resolution of informal and formal complaints
- Proactively identify needs to promote inclusive workplace and learning climates in CNS academic units, organize and/or develop and implement relevant programming to address these needs, in coordination with other campus entities
• Oversee unit-proposed climate survey review and approval process
• Oversee recognition and awards related to diversity, equity and inclusion in the college
• Oversee the Distinguished Scientist and Engineer Seminar Series
• Oversee mutual mentoring affinity groups (i.e., Black faculty, Faculty of Color, Women in STEM, etc)
• Oversee annual DEI survey
• Support departments, schools and programs facing DEI challenges
• Represent CNS with strategic internal and external partners on DEI issues

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)
• Tenure-track faculty member with an appointment at the University of Massachusetts Amherst
• A commitment to promoting diversity, equity, and inclusive practices in academia
• Strong organizational, interpersonal, and communications skills spanning interactions with administrators, faculty, students and staff
• Ability to deal successfully with conflict, be skilled in leading difficult conversations, and experienced in leading groups to reach consensus
• Knowledgeable about best practices for promoting diversity and inclusion among faculty, postdoctoral, graduate, and staff groups
• Demonstrated and effective leadership skills
• Comfortable overseeing program budgets

Application Instructions:
Candidates should send their applications and submit a CV and cover letter, detailing previous accomplishments and future plans to support a diverse, equitable and inclusive climate in CNS to Lisa Berube at berube@umass.edu. Review of applications will begin on July 1, 2021 and may continue until a suitable candidate pool has been identified.