

**Chancellor's Fellow for Diversity, Equity, and Inclusion  
(Internal to Campus)**

**DRAFT 3**

**Summary of Job Duties**

The Chancellor's Fellow for Diversity, Equity, and Inclusion (DEI) is responsible for coordinating and supporting all diversity, equity, and inclusion initiatives on campus including DEI training, diversity recruitment and retention for both students and employees, program development, curricular development, and policy advising. The DEI Fellow advises the Chancellor and the Chancellor's Cabinet on DEI matters and sits in on both the Chancellor's Cabinet and the Chancellor's Race and Ethnicity Advisory Committee. The DEI Fellow may serve in ex officio capacity on other committees or councils such as the University's Diversity Council. The DEI Fellow engages a broad-based constituency including faculty, staff, and students.

**Qualifications**

**Required Education and/or Experience:**

- Tenured or non-tenure-track faculty member in any discipline
- Experience with DEI programs and initiatives
- Experience with project management

**Preferred Education and/or Experience:**

- Experience with personnel search processes at UA Little Rock
- Experience with program assessment and assessment methodologies

**Job Duties and Responsibilities:**

- Work with the Department of Human Resources and personnel search committees to ensure DEI best practices are followed and to develop training for search committee members
- Work with the Department of Human Resources to provide appropriate DEI training for campus community
- Oversee and help coordinate efforts of campus groups and individuals working on DEI initiatives
- Initiate new DEI efforts where needed and as appropriate
- Work with Diversity Council and other groups to develop strategic plan for DEI at UA Little Rock, including an assessment component (needs and efficacy)
- Advise the Chancellor on DEI issues including policy, structural barriers, and communication
- Work with Cabinet members to implement DEI initiatives in the different divisions

**Knowledge, Skills, and Abilities:**

- Excellent interpersonal skills as demonstrated by the ability to engage in active listening, to facilitate productive discussion, and to build collaborative relationships at all levels
- Excellent written and verbal communication skills
- Knowledge of DEI best practices in a variety of areas
- Good working knowledge of university operations and structure

Note: This position will be a 12-month faculty appointment with instructional release of 1-2 courses per semester during the fall and spring semesters. Appointment will be for a period of two years; incumbent may reapply for second term.