

**From:** Mariam Lam <mariam.lam@ucr.edu>  
**Sent:** Friday, August 6, 2021 3:50 PM  
**To:** Jason Stajich <jason.stajich@ucr.edu>  
**Cc:** Cherysa P Cortez <cherysa.cortez@ucr.edu>; Elizabeth Claassen Thrush <elizabeth.claassen-thrush@ucr.edu>  
**Subject:** 50% internal AVC-DEI position

Dear Jason and Cherysa,

I am writing to officially ask for Senate feedback, in particular from the Committee on Diversity, Equity and Inclusion (CODEI) and the Committee on Faculty Welfare (CFW), on a 50% internal faculty Associate Vice Chancellor for Diversity, Equity and Inclusion position. I have attached the draft job description and a tentative search committee membership list (below) for the Senate's review.

For more background context to share with other Senate leadership in case it is helpful, our ODEI is incredibly "lean" and I, as well as our little staff, have been overwhelmed by the sheer amount and intensity of infrastructure building and coordination needed across campus these past five years during ongoing campus climate/culture challenges, staff/student/faculty/community needs, COVID, BLM, etc. on top of the usual requested and customized workshops, trainings, informal resolution/mediation needs, etc. When there are cabinet level meetings I cannot attend, other VCs/VPs/Deans/etc. have folks in positions with the appropriate level of faculty understanding and confidential knowledge to send in their stead; I do not have any such individual, including for informal mediation and conflict resolution needs. We also at UCR have a relatively small number of faculty leadership willing and experienced enough in administrative/managerial history to fill important positions; we've been realizing this over the past 10-15 years with the number of faculty members who apply, and hope to grow that availability with this position.

We had some vacancies and departures in the Chancellor's Org in part due to the COVID budget cuts, and were able to save/find enough for some temporary funding for two years for an Associate Vice Chancellor for DEI, to be filled by an internal faculty search. Toward the end of that term, I would need to apply to the Campus Finance Committee for permanent funding of the position. I have consulted with CODEI at our last Spring meeting (as an Ad Hoc member) to get their ideas for what should be included, and have incorporated their suggestion into this draft. This position, in part, will work very collaboratively with the VPAR, APO, ELR/HR, Ombuds, Compliance and others to improve opportunities to address climate concerns recognized and recommended by the CFW Climate Survey.

Chair (Academic Dean)	
2 Senate Faculty Members to be determined by CoC (CODEI, Faculty Welfare, and/or Women's Faculty Association experience preferable)	
Faculty Equity Advisor (will also serve as AACL)	
Staff Assembly Rep	
Represented Staff Rep	
1 Staff Rep from DEI Climate Council or other Staff Affinity Group	
GSA DIAL Officer	
1 Undergraduate Student from ASUCR or Diversity Council	
Community Advisory Committee Rep	

Thank you for soliciting feedback toward these ends,  
 Mariam

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## **Associate Vice Chancellor for Diversity, Equity and Inclusion**

The Vice Chancellor for Diversity, Equity and Inclusion and Chief Diversity Officer (VC- DEI & CDO), Mariam Lam, invites applications for the position of Associate Vice Chancellor for Diversity, Equity and Inclusion (AVC- DEI) at UC Riverside. This is an internal campus search for a 50% appointment reporting directly to the VC- DEI & CDO.

Reporting directly to the Vice Chancellor for Diversity, Equity and Inclusion and Chief Diversity Officer, the Associate Vice Chancellor for Diversity, Equity and Inclusion (AVC- DEI) assists the VC-DEI in leading UCR's efforts related to these matters. The AVC-DEI promotes a university environment that values differences among its members and fosters communication across groups. The university is committed to supporting equal opportunity and nurturing a climate that is welcoming and appreciative of diversity. The AVC-DEI supports this commitment by providing strategic guidance to campus constituents and all UCR units in their efforts to recruit and retain diverse faculty, staff and students. In addition, the AVC-DEI works to coordinate, implement, and oversee programs, training and activities to support a culture of open inquiry, pluralism, and mutual respect throughout the University. The AVC-DEI works with the VC-DEI/CDO and directly with campus community members toward improvements in pipeline building pathways, needs assessment and metrics, data analysis, climate tools, and other campus alignments. The AVC-DEI provides leadership in supporting and promoting the campus' Principles of Community.

This position is a 50%-time (0.50 FTE) position, open to UCR tenured faculty members. The appointment terms will include research support and stipend funds, as well as a reduction in teaching.

### **The Associate Vice Chancellor will:**

#### **Programming and Organizational Change (75%)**

- Coordinate, implement and oversee alignment of DEI initiatives, programs, training and activities that support a culture of inclusive inquiry, student success, and mutual respect throughout the University.
- Anticipate needs, identify critical issues, and promote best practices to accomplish the above.
- Coordinate and encourage campus participation in surveys on diversity, equity and inclusion.
- Assist academic and administrative units and the Faculty Equity Advisors in their efforts to hire and retain more diverse faculty, staff and students.
- Support the many committees and task forces that the Office of Diversity, Equity and Inclusion facilitates, such as the Chancellor's Advisory Committee on the Status of Women, our Hispanic Serving Institution Committee, internal and external affinity groups, grant writing initiatives, etc.
- With others, develop programs to optimize and take advantage of UCR's diverse undergraduate student body.



- Work with the VC-DEI/CDO and campus constituents to develop conferences, workshops and forums for discussion.
- Convene groups of faculty, staff and students to celebrate diversity at UCR and foster interaction across all identity and socioeconomic groups.

#### Leadership (25%)

- Work with the VC-DEI/CDO and directly with campus community members to create new and make improvements in existing pipeline building pathways, needs assessment and metrics, climate tools, and other campus alignments mechanism throughout the University.
- Support the VC-DEI, the Academic Personnel Office, and Human Resources in efforts to develop infrastructure, processes, policies, curriculum, pedagogy, programming, and assessment measures on diversity, equity, inclusion and related issues.
- Help facilitate team building within and between academic units, divisional organizational units, and central administrative offices on matters relating to institutional diversity, equity and inclusion.
- Represent UC Riverside on systemwide committees.
- Lead community efforts to advise the campus on relevant issues.
- Collaborate with the Academic Senate, Staff Assembly, Associate Students of UCR (ASUCR), and Graduate Students' Association (GSA) to enhance campus climate and address challenges.

#### **Required skills, knowledge, abilities, and competencies:**

- Exceptional leadership, organizational, written and oral skills.
- A record of success in promoting diversity, equity and inclusion.
- An appropriate terminal degree and possession of a tenured faculty position.
- Demonstrated experience in translating strategic plans into programmatic achievements.
- Ability to work effectively as a member of a leadership team.
- Ability to work effectively with a diverse population of students, staff and faculty.
- Ability to proactively identify and resolve organizational problems.
- Excellent command of contemporary equity and inclusion and multiculturalism issues, especially as they apply to higher education.
- Working knowledge of current and emerging Equal Opportunity/Affirmative Action issues and trends, as well as laws, statutes, and procedures governing equal employment opportunity.
- Ability to effectively collect, analyze, evaluate and prepare statistical data.
- Commitment to maintaining strict confidentiality and the highest level of integrity.



**Preferred skills, knowledge, abilities, and competencies:**

- UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.
- Significant knowledge of the organizational unit's objectives and activities.
- Thorough knowledge of University administrative organization, policies, procedures and practices.
- Significant knowledge of Title IX issues, including a working knowledge of the Violence Against Women Act (VAWA). The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

Confidential review of nominations and expressions of interest will begin immediately. Please direct nominations, applications, and questions to Project Policy Analyst Elizabeth Claassen-Thrush ([elizabeth.claassen-thrush@ucr.edu](mailto:elizabeth.claassen-thrush@ucr.edu); 951.827.1122). **To be ensured full consideration, please apply by submitting a cover letter, curriculum vitae, and statement of contributions to diversity (more information provided below) to [elizabeth.claassen-thrush@ucr.edu](mailto:elizabeth.claassen-thrush@ucr.edu) by XXX, 2021. Selected finalists will be invited to interview and will be asked to participate in a faculty open forum.**

*The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.*

*In a "Statement of Contributions to Diversity," we ask applicants to describe their past and/or potential future contributions to promoting a diverse, equitable, and inclusive environment, which is a key requirement of the role of every faculty member and administrator at UCR. There are numerous ways to contribute, and a commitment to this part of our mission can be reflected through research, teaching, supervision, mentoring, community engagement, service, and any of the other varied activities that are a part of an academic career.*