



## **Assistant Vice Chancellor of Title IX, Equal Opportunity & Affirmative Action**

Leadership Profile

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*WittKieffer*

## Organization Overview

Situated on nearly 1,200 scenic acres in Inland Southern California, UC Riverside's diverse, inclusive, and globally focused community is creating a new model for what a great public research university can achieve. As a member of the world's most prestigious public university system, we offer our students a premier educational experience. UC Riverside ranked as a Top 10 public university in the U.S. — and America's most transformative public university — by Money Magazine in 2020.

With more than 26,000 students and 1,100 faculty — including two Nobel Prize winners and 13 members of the National Academies of Science and Medicine — they are pioneering research with economic, scientific, and social impact on the real-world challenges we face in California and beyond.

## UC Riverside By the Numbers

At UC Riverside, belonging, motivation, and sustainable progress for students, the region, and the world is real — and important. On their nearly 1,200-acre campus, tomorrow's leaders come together today, finding new ways of thinking, doing, and achieving to make a difference in an increasingly multicultural and interconnected global society. Their vibrant, diverse, and thriving campus is a rocket ship, accelerating ideas and powering new possibilities.

Their more than 26,000 students and 1,100 faculty blaze trails — literally and figuratively. Off campus, they have access to our region's diverse geography, from the desert to the coast, as well as cultural and recreational activities right here in Riverside. And on campus, all are empowered to accelerate their bold ideas. Because their mission is clear: to launch a new generation of innovative thinkers.

## Rankings

- No. 1 public university in the U.S. for social mobility four years in a row – U.S. News & World Report
- No. 1 for Hispanic enrollment among selective universities – Urban Institute
- No. 2 in the country for financial aid – Business Insider
- No. 2 in Entomology research in the world – Center for World University Rankings
- No. 3 in Hispanic STEM graduates in the nation – National Science Foundation
- No. 4 for Pell Grant student performance – Washington Monthly
- No. 9 among public universities for sustainability – Princeton Review
- No. 11 most diverse medical school – U.S. News & World Report
- Top 12 public university – Forbes "America's Best Value Colleges"
- No. 14 public university – CNBC "Colleges That Pay Off the Most"
- No. 20 public university – Princeton Review Best Schools for Making a Public Impact
- No. 31 in the world in plant and animal sciences – U.S. News & World Report

## Award Winners

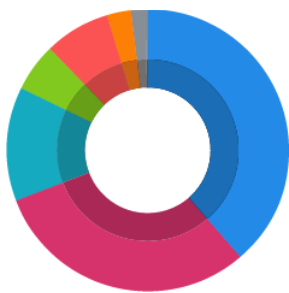
- 2 Nobel Prize Winners
- 2 Guggenheim Awards
- 4 UC University Professorships

- 11 Fulbright Scholars
- 28 National Academies Members

**General UCR Stats**

26,809	22,903	3,906
Total Students Enrolled in Fall 2022	Undergraduates	Graduate Students
\$217.7M	11 NSF	200
In Awards (FY22)	Career Award (2022)	AAAS Fellows

**Ethnicity**

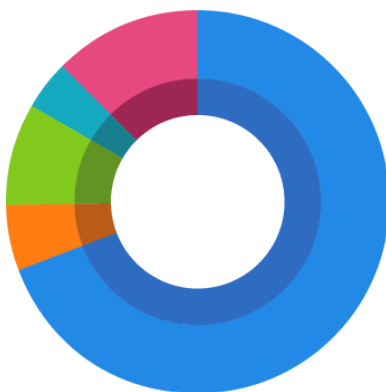


- 38.7% | Hispanic or Latino
- 30.8% | Asian
- 12.9% | White
- 5.5% | Two or More Races
- 7.5% | International
- 3.0% | Black or African American
- 1.5% | Unknown
- 0.1% | Native Hawaiian or Other Pacific Islander
- 0.1% | Native American or Alaskan Native

**Economic Impact**

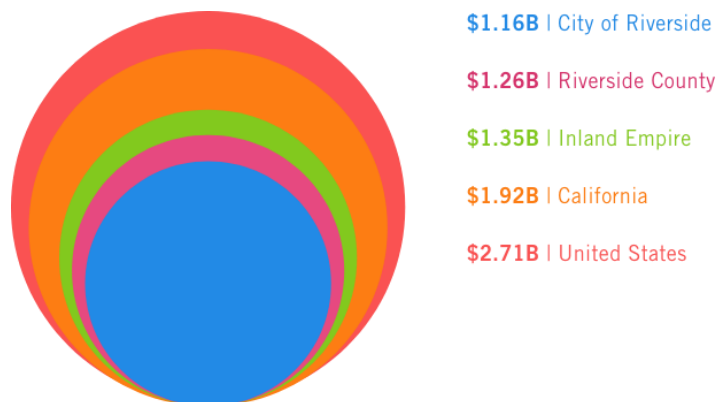
As the only public research university in Inland Southern California, UC Riverside is on the leading edge of pioneering research that has both a local and global impact. The work they do to educate their future leaders and address the challenges they face today fuels positive economic growth here in Southern California and beyond.

\$226 Million Total 2019-20 Research Funding



- \$157.1M | Federal
- \$12.4M | State
- \$19.4M | Non-Profit
- \$9.6M | Business
- \$28M | Other

\$2.71 Billion on the US Economy



### Economic Impact Report

From its economic impact to its role in the community to the influence it casts on the future, UC Riverside has a significant positive impact on California that extends far beyond campus.

[Economic Impact Report](#)

### The UC System

UCR is one of the ten campuses of the University of California system. They are dedicated to the fundamental missions of teaching, research, and public service.

[The UC System](#)

### UCR Institutional Research

The source of official statistics for the university is related to students, faculty, and staff.

[UCR Institutional Research](#)

### UCR Library

The UCR Library holds three (3) million volumes of books, 30,000 titles of print and electronic serials, 2.2 million microforms, 300,000 government information sources and close to 50,000 audiovisual materials.

[UCR Library](#)

### Academics

#### Exceptional Academics, Extraordinary Support

UC Riverside boasts high academic standards in a highly supportive, inclusive environment. Their dynamic campus serves as an incubator of new knowledge and new voices — their students, faculty, and researchers are encouraged to collaborate and innovate, providing fresh perspectives to address their world’s greatest needs.

At UCR, they provide a robust set of undergraduate, graduate, and professional degree programs to one of the most diverse student populations in the nation. Their strong core programs and new and emerging disciplines are housed within three colleges and four professional schools:

- Marlan and Rosemary Bourns College of Engineering
- College of Humanities, Arts, and Social Sciences
- College of Natural and Agricultural Sciences
- School of Education
- School of Business
- School of Medicine
- School of Public Policy

UC Riverside's [undergraduate programs](#) are designed around experiential learning and research opportunities that cultivate exceptional graduates who go on to prosper personally and professionally. [University Honors](#) students receive the added benefits of priority registration, smaller class sizes, and a built-in support system with increased opportunities for internships and other real-world experience.

Students seeking international academic experiences can connect with [Education Abroad](#), UCR's gateway to programs that provide coursework and cultural/language immersion to help them compete in a global marketplace.

They also offer more than 50 rigorous academic and professional [graduate programs](#) that challenge and prepare students through transformative, real-world applications.

In 2011, UCR opened the first public [School of Medicine](#) on the U.S. West Coast in more than 40 years and, in 2012, launched its [School of Public Policy](#) to benefit residents of the Inland Empire. It is one of only four public policy schools in the 10-campus University of California system.

## Student Life

But what makes them great goes far beyond their academic rigor and rankings. There are countless ways to get involved and inspired at UC Riverside. They're home to a thriving arts community, one-of-a-kind [campus events](#), inspiring lecture series, and more than 450 [student organizations](#). Students seeking international academic experiences can connect with Education Abroad, UCR's gateway to programs that provide coursework and cultural/language immersion to help them compete in a global marketplace. More reasons to be inspired on the UC Riverside campus:

- The 40-acre [Botanic Gardens](#) and famed 22-acre [Givaudan Citrus Variety Collection](#);
- The [UCR Library](#), home to more than 2 million books and one of the world's largest cataloged collections of science fiction and fantasy;
- UCR's [California Museum of Photography](#), the largest photographic center in the western United States; and
- [KUCR](#), a non-commercial campus radio station that broadcasts indie rock, jazz, and classical music, as well as public affairs and news programs.

For more information: <https://www.ucr.edu/>

## Position Summary

### Position Overview

The Assistant Vice Chancellor of Title IX, Equal Opportunity & Affirmative Action (Assistant VC) will provide executive leadership, oversight, and coordination of UCR's civil rights compliance and serves as UCR's Title IX Officer. The Assistant VC will lead the Office of Title IX, Equal Opportunity & Affirmative Action (Title IX/EOAA), which is dedicated to the prevention and remediation of discrimination and harassment, and to promoting and integrating the principles of equal opportunity, affirmative action, nondiscrimination, and inclusive excellence at UCR. Title IX/EOAA will strive to exceed legal requirements in fulfilling the goals of the University to provide a campus learning, living, and working environment in which discrimination and harassment (including sexual violence) are not tolerated and equal opportunity and access are provided. Title IX/EOAA conducts formal investigations and other resolution of complaints by and relating to faculty, students, and staff, including relating to the School of Medicine and UCR Health, under established UC and campus policies and procedures. Title IX/EOAA collaborates with campus partners in developing and delivering training and other education and awareness programs.

The Assistant VC reports to the Chief Compliance Officer, with a dotted line report to the systemwide University Title IX Coordinator. The Assistant VC will have broad responsibilities with campus-wide impact, including leading campus response to highly sensitive, complex matters requiring expertise and acumen. The incumbent will perform a wide range of management duties requiring tact, sensitivity, independent judgement, diplomacy, organizational skills, and flexibility. The Assistant VC will provide strategic guidance, advice and subject-matter expertise to senior administrators and other campus constituencies, and act as campus liaison on related matters to federal and state regulators, the UC Office of the President, and the community. Working closely with the Chief Compliance Officer, the Assistant AVC will demonstrate thought leadership, relationship-building, and partnership with stakeholders and leaders across campus, including in UCR Health and the School of Medicine, in promoting equity and non-discrimination.

### Departmental Overview

The Chief Compliance organization (CCO) at the University of California, Riverside, leads campus efforts under the University's Ethics and Compliance Program. The CCO includes Audit & Advisory Services, the Office of Title IX, Equal Opportunity & Affirmative Action and the CCO immediate office. The CCO is led by the Chief Compliance Officer, who reports to the Chancellor. The Chief Compliance Office coordinates campus investigations and compliance with applicable laws including federal and state civil rights laws.

### Reporting Relationships

Reporting to Kiersten Boyce, Associate Vice Chancellor, and Chief Compliance Officer, with a dotted line report to the systemwide University Title IX Coordinator; direct reports include:

- EEO REPR (4) – FTE – 1
- Ethics and Compliance Professionals (5) – FTE 1
- Ethics and Compliance Professionals (4) – FTE 1



## Key Responsibilities

The successful Assistant Vice Chancellor of Title IX, Equal Opportunity & Affirmative Action candidate will:

- Be a leader in the field of Title IX, EO and AA compliance and policy.
- Expand ongoing efforts to ensure the Title IX, EO and AA processes and procedures are transparent and accessible to university students, staff, and faculty.
- Lead cooperative efforts among ethics and compliance program staff and campus colleagues, on specific areas of risk. This includes the development and implementation of a vision for campus civil rights compliance. Oversee resolution of internal and external complaints of discrimination, harassment, or SVSH violations, including through informal resolution and formal investigations in compliance with applicable procedures and with expert analysis and application of civil rights laws, regulatory guidance, and policy. With Deputy Title IX Officer(s) and CCO/LDO, lead intra-office and cross-campus case management teams and participate in investigations groups. Oversee campus response to external regulatory (enforcement) agencies including EEOC, DFEH, DOE. Responsible for identifying and escalating high-risk or urgent matters as appropriate.
- Manage and direct the activities in area(s) of responsibility of ethics and compliance, in accordance with internal policy and external regulations. The incumbent will serve as UCR's civil rights compliance coordinator and Title IX Officer, fulfilling SVSH Policy responsibilities. Responsible for equal employment and affirmative action programs. Produce reports and develop and track metrics to measure culture and compliance. Oversee, through subordinate staff, Clery Act compliance and VAWA programs, pregnancy accommodation program, affirmative action programs and plans.
- Work with management in all areas to promote a culture of accountability, ethics, and compliance. Oversee the development and coordination of policy communications; formulates long-term strategies for education and implementation. Manage controversial situations or negotiations affecting the location. The incumbent will provide leadership and coordinate with senior leadership, Human Resources, Student Affairs, Academic Personnel, Diversity, Equity & Inclusion, Student Disability Resource Center, and other campus partners in promoting diversity, respect, and non-discrimination policies and expectations. Develop education and awareness programs designed to prevent discrimination, harassment, and sexual violence, including compliance with VAWA regulations. Oversee training of campus administrators in compliance with federal requirements and systemwide guidance. Partner with CCO in development and implementation of CCO strategic and annual goals.
- Manage activities through subordinate managers or professional staff who exercise full supervision in terms of costs, methods, and employees. Advise on the financial, human resources, IT, and other operational issues within assigned program area. Establish results-based performance expectations for and conduct timely performance evaluations of all direct reports and mentor subordinate supervisor(s) in the same. Establish clear performance goals and work priorities. Oversee internal training of office staff and set the standard for subject-matter expertise and technical skills. Provide guidance to mid-management in developing processes and practice relating to investigations and other policy implementation.
- Serve as subject matter expert in main areas of responsibility. Review and advise management on specific programmatic needs. Maintain subject matter expertise and promote growth and development of staff. Maintain and share expertise in the full range of issues relevant to the promotion of a respectful and inclusive campus culture including the implementation of University and campus nondiscrimination policies, including but not limited to the UC Policy on

Discrimination, Harassment and Affirmative Action in the Workplace, the UC Policy on Sexual Violence and Sexual Harassment (SVSH), UC policies on nondiscrimination for students, and disability accommodation policies and procedures. Coordinate nondiscrimination briefings and updates to campus leaders, (e.g., the Chancellor, Provost, Associate Chancellor, Vice Chancellors for Student Affairs and Diversity, Equity and Inclusion and other appropriate Vice Chancellors, Chief Human Resources Officer). Promote and support efforts to ensure an inclusive campus for those with disabilities.

- Typically function as chief liaison for policy development for a particular program area of ethics and compliance. Recommend changes as needed. Support campus implementation of UC SVSH Policy, Policy on Discrimination, Harassment and Retaliation in the Workplace, and other nondiscrimination policies, including development of local policies and procedures. Advise leadership on the alignment of institutional practices to overarching legal and policy requirements, and clearly communicate risks associated with non-compliance. Promote compliance with the University of California's Policy on Gender Recognition and Lived Name.
- Regularly interact with senior management or executive levels on matters concerning several functional areas, unit and/or customers. Represent the department on specific issues related to program area. Represent UCR on related issues to external entities and serve on systemwide committees. Lead Coordinated Community Review Team (University-mandated committee with campus and community representatives focused on sexual violence prevention and response).



# Candidate Qualifications

## Education/Certification

### Required:

- Bachelor's degree in related area and/or equivalent experience/training.
- Professional Certification.

### Preferred:

- Juris Doctor degree from an ABA-accredited law school or relevant advanced degree.
- Title IX-related certification (ATIXA or equivalent).

## Experience

- Minimum of five (5) years' experience at an institution of higher education or a relevant governmental entity.
- 8 - 13 years of related experience.
- Minimum of three (3) years of experience with discrimination and harassment laws (Title VII, Title VI, Title IX, ADA, etc.).
- Previous supervisory/managerial experience.

## Knowledge/Skills/Abilities

- Ability to work independently and within a team environment.
- Ability to provide effective management and supervision of a specific program within the ethics and compliance functions.
- Ability to communicate, both verbally and in writing, about specific compliance and ethics program issues and risk areas. Require the ability to change the thinking of, or gain acceptance of, others in sensitive situations.
- Require knowledge of policies, practices and systems, human and other resource planning, analytical and comprehensive project management skills.
- Strong interpersonal skills including negotiation and communication; able to reach across a wide variety of audiences for different areas of ethics and compliance.
- Has advanced knowledge of the compliance and ethics profession, theories, and standards.
- Expert knowledge of the complexities of sexual harassment, including sexual violence, in the postsecondary setting.
- Expert knowledge of best practices and methodologies for conducting investigations, including interviewing, gathering, and analyzing evidence, and writing investigation reports; demonstrated advanced expertise managing subordinate staff who conduct investigations, as well as effectively managing external investigators.
- Expert knowledge of federal and state laws and regulations, case law, and guidance related to discrimination and harassment in the educational and employment setting, including Title VI,

Title VII, Title IX, VAWA, FEHA, ADA/Rehabilitation Act, ADEA and Age Discrimination Act, and pregnancy-related laws.

- Demonstrated skill, sensitivity and experience interacting with students, faculty, staff, and other constituents who are diverse in characteristics such as age, education level, race, gender identity and expression, ability, and socioeconomic backgrounds in a culturally competent manner.
- Demonstrated understanding of the relevance of trauma in the context of sexual violence (for example, the neurobiology of trauma and trauma-informed investigation techniques).
- Advanced written and oral communication skills; build rapport in an open, friendly, and accepting way; listen attentively.
- Ability to objectively evaluate evidence and make fair findings regarding disputed issues and topics, applying legal and policy standards as informed by relevant case law, regulatory guidance, and UC values.
- Excellent judgment and ability to work well as part of a team, including collaboration with diverse university units and others.

# The Community

## Riverside, California



The City of Riverside is a vibrant, culturally diverse center of commerce, finance, industry, and education with a population of more than 300,000. It is the most populous city in the Inland Empire and in Riverside County and is located about 50 miles southeast of downtown Los Angeles. The vibrant city boasts arts, culture, entertainment, family fun, outdoor life, festivals, sports, nightlife and more – including the top ranked holiday lights display in the United States. The Inland Empire is home to Alpine lakes and mountains, beautiful wine country, impressive museums, and heart pounding autosports.

Between 2010 and 2017, more than 21,000 people have uprooted and now call Riverside home – an increase of around 7 percent, according to data from RCLCO, a real estate analytics company. Riverside is the most populous city within the Inland Empire area (with approximately 325,000 residents).

Riverside draws people in with its affordability (relative to the rest of Southern California), its growing economy, its temperate weather, its scenic hills and valleys, and its enviable location between the beach and the mountains.

For more information about Riverside, California please visit: <https://www.ucr.edu/about/visitors>.

## Procedure for Candidacy

Please be advised that applicants are required to submit a cover letter, resume, and a [Statement of Contributions to Diversity](#) for full consideration. 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.

Applicants must have current work authorization when accepting a UCR staff position. Currently, we are unable to sponsor or take over sponsorship of an employment Visa for staff.

WittKieffer is assisting the University of California, Riverside in this search, which will remain open until an appointment is made. Applications should be submitted using WittKieffer's [candidate portal](#).

The anticipated salary range for this position is \$142,200 - \$197,200. Information regarding University of California benefits may be found here: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>.

All other inquiries can be directed to:

**Ben Haden, Kati Sweaney, and Christy Pratt**  
[UCRAVCTitleIXEOAA@wittkieffer.com](mailto:UCRAVCTitleIXEOAA@wittkieffer.com)

*The University of California, Riverside values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.*

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