



**Vice President for the Office of Civil Rights and Title IX Coordinator
Michigan State University
East Lansing, MI**

THE SEARCH

Michigan State University (MSU) seeks an experienced, highly collaborative, and strategic leader to fill the role of Vice President for Civil Rights and Title IX Coordinator (VP). This is a newly elevated (to Vice President) and imagined position that is central to the strategic goals of the university to create a safe and welcoming campus environment for all. As leader of the Office for Civil Rights and Title IX Education and Compliance, the VP is responsible for leading MSU's civil rights and Title IX compliance and efforts to cultivate a campus community that is free of discrimination and harassment. This includes oversight of the Office of Institutional Equity (OIE); the Prevention, Outreach and Education Office (POE); the Resolution Office; the Office of Support and Equity; the Equity Review Officer (appeals), and the Americans with Disabilities Act (ADA)/Section 504 Coordinator. The VP and their team coordinate with internal and external entities that provide crisis and advocacy services to survivors of sexual assault and relationship violence, as well as those impacted by discrimination and harassment and potential retaliation based on several protected categories.

The VP reports to the President of the University and leads the development and implementation of a comprehensive and robust approach to broad-ranging civil rights and Title IX issues with a trauma-informed approach. The ideal individual will have in-depth experience working in civil rights compliance in higher education with a strong track record of collaboration and forging relationships across an organization. The newly appointed VP should have demonstrated experience with campus engagement, a transparent communication style, strong supervisory experience, and a track record of impactful leadership while driving Title IX and civil rights

compliance initiatives in a large, fast-moving, complex academic and regulatory environment. In addition, the VP should be open to engaging with the media as well as internal and external stakeholders around a variety of complex issues. This is a pivotal moment in MSU's history, and the VP will have the unparalleled opportunity for impact not only on campus, but within the region, and among Big Ten peers and beyond. The VP will be required to have a relevant advanced degree and demonstrated knowledge of state and federal laws and regulations pertaining to civil rights, Title IX, complaint resolution, and grievance procedures with a strong focus on diversity, equity, and inclusion.

MICHIGAN STATE UNIVERSITY

Founded in 1855, Michigan State University is a leading land grant university and an innovator in research, teaching, and applications of knowledge. The University was established to make higher education available for the benefit of society and the public good. MSU has evolved to become an exemplary, world-class university, offering a full spectrum of programs, and attracting talented and diverse faculty, staff members, and students. The University has been an elected member of the prestigious Association of American Universities (AAU) since 1964.

MSU enrolls over 50,000 students from all 50 states in the United States and 138 other countries and employs more than 12,000 faculty and staff members. The student body is comprised of 24.3 percent students of color, and international students make up 8.7 percent. The University has over 500,000 living alumni worldwide.

Michigan State offers more than 200 programs of undergraduate, graduate, and professional study across 17 degree-granting colleges. The University boasts an outstanding record of students earning prestigious national and international scholarships. MSU also offers more than 275 education abroad programs in more than 60 countries on all continents.

Under the leadership of Interim President Teresa K. Woodruff, the University's senior leadership is organized under three Executive Vice Presidents (Provost and Executive Vice President for Academic Affairs, Executive Vice President for Administration, and Executive Vice President for Health Sciences). The Vice President for OCR and Title IX Education and Compliance will serve as an integral part of the President's leadership team.

MSU has an energetic campus community with 1050 registered student organizations, and one of the largest residential living communities in the nation. 97 percent of first-year students live on campus and there is also a second year on-campus living requirement. The residential living community is grouped into five neighborhoods that each offer social and wellness resources and

support. In addition, MSU is a member of the Big Ten Athletic Conference in addition to boasting one of the largest intramural programs in the nation offering students and student-athletes many exciting ways to be involved in the campus community.

East Lansing is an affordable and ideal place to live and work. It has the diversity, and culture of a university town, combined with affordable housing, strong public schools, and accessible amenities. East Lansing has nearly 50,000 residents and is adjacent to Michigan's capital in neighboring Lansing. The campus is approximately ninety minutes from Detroit, and equidistant between Chicago and Cleveland, OH. Michigan residents enjoy four distinct seasons, the country's longest freshwater coastline, and more than 11,000 inland lakes.

The MSU 2030 Strategic Plan builds upon a period of growth and success in providing world-class education, research, and outreach and engagement benefiting Michigan, the nation and people around the globe. Six strategic themes are at the core of MSU's strategic plan: student success; staff and faculty success; innovation for global impact; sustainable health; stewardship and sustainability; and diversity, equity, and inclusion. Civil Rights and Title IX are interwoven throughout each of these themes. As they set their own vision in line with the university's strategic plan, the VP will have a part to play in implementation, monitoring and assessment of these themes.

LEADERSHIP

Michigan State University's Board of Trustees are publicly elected and oversee the institution and its funds. Consisting of eight members, the board commits to upholding the mission of the university and each volunteer board member serves an eight-year term. For more information on the Board of Trustees, please visit: <https://trustees.msu.edu/> .

As of November 4th, 2022, Teresa K. Woodruff, Ph.D. was appointed interim president of MSU and will lead the institution as permanent leadership is sought. Dr. Woodruff recently served as the Provost and Executive Vice President for Academic Affairs and as a result is well connected to Michigan State's faculty and campus community. She is an MSU Foundation Professor in the Department of Obstetrics, Gynecology, and Reproductive Biology, and the Department of Biomedical Engineering. She is internationally recognized for her work in reproductive science, and has a demonstrated commitment to diversity, equity, and inclusion. Woodruff earned her Ph.D. in Biochemistry, Molecular Biology, and Cell Biology from Northwestern University and holds a B.S. in Zoology and Chemistry from Olivet Nazarene University.

THE OFFICE FOR CIVIL RIGHTS AND TITLE IX EDUCATION AND COMPLIANCE

Currently, the Office for Civil Rights and Title IX Education and Compliance maintains oversight of the Office of Institutional Equity; the Office of Prevention, Outreach, and Education; the University ADA/Section 504 Coordinator; the Resolution Office; the Equity Review Officer and the Office of Support and Equity. This office also coordinates with MSU and external entities to provide crisis and advocacy services to survivors of sexual assault and relationship violence.

The Office of Institutional Equity (OIE) reviews and triages concerns related to discrimination and harassment based on age, race, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, and weight under the University's Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM). OIE staff are available to provide information on policies, connect MSU community members to resources, triage and investigate complaints.

The Office of Prevention, Outreach, and Education (POE) promotes safety and improves quality of life by educating and training members of the MSU campus community on sexual assault and relationship violence; eliminating violence on campus; empowering staff, faculty, and students to become advocates for a non-violent community; and positively affecting social change.

Michigan State University has rolled out some of the most comprehensive policies and training around sexual misconduct in the country and as such, OCR experiences a reporting volume that is four to five times higher than their similar-sized peer institutions. While the reporting volume is high, actual incident numbers that fall under the Office's purview are average or lower than average. This is a testament to the education and awareness promoted on campus and the dedication of the community to reporting and addressing issues. The Office of Civil Rights and Title IX is known as the first stop for reports, and thus serves as a connection point to other stakeholders on campus including Student Conduct, Police and Public Safety, Human Resources, and counseling and support resources as reports are triaged and reassigned. The new VP will be essential in strategically positioning the systems, processes, and resources of the Office with a focus on streamlining intake and support, equity review, timely investigations and hearings, and maintaining robust prevention, outreach, and education.

The Office was formed as a demonstration of Michigan State University's commitment to

preventing relationship violence and sexual misconduct; providing supportive services to students, staff, and faculty experiencing these issues; and responding in a trauma-informed manner to reports of such incidents. The University is continually working with internal experts and external agencies to improve policies, procedures, programs, and operations. To learn more about how Michigan State University and the Office of Civil Rights and Title IX Education and Compliance is fostering a safer campus please visit: <https://msu.edu/ourcommitment>

THE ROLE

The Vice President reports directly to the President of the University and provides direct supervision to 9 staff members and approximately 40 additional staff housed within areas in the VP's purview: the Office for Civil Rights and Title IX Education and Compliance (OCR); the Resolution Office; the Office of Institutional Equity (OIE); the Equity Review Officer; and the Prevention, Outreach, and Education Department (POE); as well as the Office of the ADA/Section 504 Coordinator. Due to the broad areas of oversight, the VP must have an understanding of intersectionality, identity, and a trauma-informed approach to decision-making. As the area continually strives for excellence and pushes to stay ahead of best practices in the field, the VP will serve as a strategic leader in ensuring that the policies, systems, processes, and resources of the Office are adapted to the campus' evolving needs. The VP will be the face of the Office and a strong spokesperson and advocate for their team both internally and externally. They will have strong communications support to enable proactive initiatives as well as to respond to issues as they arise. The VP should be data-driven with the ability to work with their team to collect and analyze information and then implement findings according to best practices. This will inform the strategic visioning of the area's processes and policies to lead the institution in civil rights work.

The VP will bring a strong commitment to relationship building and collaboration as their areas of oversight are bridges to nearly every other office and department on campus. They interface with faculty, staff, and students and external community members and will develop a knowledge of the greater campus community to be effective in their work. There is a culture of collaboration and collegiality in the Michigan State community, and the Vice President will need to demonstrate transparent communication and an excitement around this collaboration to be successful in the role.

OPPORTUNITIES AND CHALLENGES

Develop and implement a strategic vision for the Office of Civil Rights and Title IX

The VP will shape the strategy in collaboration with the President and lead University-wide efforts around the training, education, reporting, and accountability of issues pertaining to civil rights, equity, and Title IX at MSU. Building on the momentum of past leadership, the VP will continue to motivate and coordinate their team to be a presence throughout the campus, encouraging reporting of issues, implementation of policies, as well as developing processes and structures that lead to timely resolution of issues. The VP will develop an understanding of the MSU community and governance structures to stimulate open conversation and ideas as well as propose innovative solutions to complex problems.

Build on the external and internal reputation of the office

The VP will be the face of the Office of Civil Rights and Title IX at MSU, and as such will proactively build relationships with internal and external stakeholders to elevate the reputation of their Office. With a reputation for being fair and equitable, the Office should be continually educating the community on their available resources and supports, as well as using metrics to benchmark and monitor progress towards the goals they have set. In collaboration with the President, the VP will provide strategic direction in this area and tell a transparent and compelling story of the Office's mission, goals, and momentum as a leader in civil rights in higher education.

Leverage relationships with campus resources to provide exceptional community support

MSU is a highly collegial and collaborative institution and there is no shortage of allies and resource opportunities throughout the campus. The University continually reaffirms its commitment to civil rights and Title IX work through ongoing trainings, continuous assessment of policy and process, and engagement of internal experts and external agencies in improvement of the office's work. Strong communication, transparency, and a desire to listen will be integral to building these coalitions and leveraging the resources across the MSU community.

Oversee a large and complex team that spans several distinct yet interconnected areas

The VP directly supervises 9 staff members, with an additional 40 employees in their areas of oversight. While each area in the VP's purview has its own set of goals, the VP must provide solid management, supervision, support, and coordination to ensure collaboration and a unified

approach to civil rights and Title IX work at Michigan State University. This leader will need to have a grasp on both the details and a high-level view of the work happening on their team. The VP will also have the opportunity to strategically assess the current structure, staffing and other resources for the office, working collaboratively with senior leadership and stakeholders.

QUALIFICATIONS AND CHARACTERISTICS

- A J.D., Master's, or another relevant advanced degree;
- A demonstrated ability to manage complex and sensitive matters with cross-functional teams in a timely manner;
- Significant knowledge of and experience in Title IX compliance, investigation, and prevention efforts in a university setting;
- Proven ability to provide thought leadership to transform and/or enhance institutional approaches to Title IX;
- Demonstrated knowledge of and ability to interpret non-discrimination laws and regulations, including Title IX, sexual harassment, ADA, and other applicable laws and regulations, and experience in complaint resolution, investigations, and grievance processes;
- Proven commitment to collaboration and student support;
- Experience overseeing a large and multi-functional team;
- Exceptional critical thinking skills;
- A strong communicator who can convey the University's stance on Title IX compliance to internal and external groups;
- Ability to be a front-facing administrator both internal and external to the institution;
- Demonstrated responsible fiscal management to enable goals;
- Crisis management experience and the ability to provide intellectual and emotional leadership, bringing communities together during challenging and sometimes high-profile circumstances;
- A demonstrated professional history in successful and progressively responsible administrative roles; experience in strategic planning, program assessment, and policy development;
- Proficiency with Violence Against Women Act (VAWA), Elliot-Larson Civil Rights Act (ELCRA), and other related policies and laws;
- Demonstrated ability to successfully lead staff and effectively prioritize multiple projects;
- Demonstrated commitment to fostering and advancing a diverse and inclusive workforce;
- Exceptional interpersonal skills;
- Commitment to the highest ethical and integrity standards.

Michigan State University has retained the national executive search firm Isaacson, Miller to assist in this search. All inquiries, nominations, referrals, and applications should be sent in confidence to:

Rebecca Kennedy, Partner (she/her)
Melissa DePretto Behan, Senior Associate (she/her)
Cortnee Bollard, Senior Search Coordinator (they/them)

Isaacson, Miller

Boston, Massachusetts

<https://www.imsearch.com/search-detail/S8-718>

Michigan State University is committed to cultivating a safe and inclusive campus community characterized by caring and respect for others. Michigan State University is an Affirmative Action/Equal Opportunity Employer.