



ANNOUNCING THE INVITATION FOR APPLICATIONS AND NOMINATIONS

for

**DIRECTOR OF
EQUAL OPPORTUNITY AND
AFFIRMATIVE ACTION**

DIRECTOR OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EXECUTIVE SEARCH

The University of Central Florida, one of the nation's emerging preeminent research institutions enrolling more than 63,000 students, announces a national search for an experienced administrator to serve as the **Director of Equal Opportunity and Affirmative Action**. The Director reports to the University President through the Vice President and Executive Chief of Staff. The university invites applications and nominations through this executive search process.

THE LEADERSHIP OPPORTUNITY

The University of Central Florida is the largest university by enrollment in Florida and one of the largest in the nation. Located in Orlando, UCF offers 212 degree programs across its 13 colleges and confers more than 15,000 degrees annually. It is one of 25 public universities with the Carnegie Foundation's highest designation in two categories: community engagement and very high research activity.

Through this search, UCF seeks a strong administrative leader, who will bring energy and enthusiasm, as well as inspiration, motivation, and innovation, to this executive office and its responsibilities. The Director of Equal Opportunity and Affirmative Action is responsible for investigating,

reporting, and training related to the following areas: 1) Equal Opportunity, 2) Affirmative Action, 3) Title IX, and 4) Americans with Disabilities Act. The Director provides leadership to all constituencies of the university in these four important institutional commitments.

The Director is also responsible for the effective and efficient administration of an office staff and a university budget. The Director recommends strategies to the University President to achieve legal compliance when federal and state agencies conclude program reviews or discrimination investigations.

The Director reports to the Vice President and Executive Chief



of Staff regarding the design and implementation of affirmative action and non-discrimination programs. The effectiveness of these programs is measured by increases in the mix of individuals progressing through degree programs or employment. These may include short- or long-term projects. Examples include procedural implementation of new or revised statutes, regulation, or federal guidance, and the coordination of university-wide training on the prevention of discrimination (including sexual harassment) and retaliation.

The Director ensures that campus departments seek to correct underrepresentation by race or sex in enrollment and employment,



University of Central Florida *Mission Statement*

The University of Central Florida is a public multi-campus, metropolitan research university that stands for opportunity. The university anchors the Central Florida city-state in meeting its economic, cultural, intellectual, environmental, and societal needs by providing high-quality, broad-based education and experience-based learning; pioneering scholarship and impactful research; enriched student development and leadership growth; and highly relevant continuing education and public service initiatives that address pressing local, state, national, and international issues in support of the global community.

Approved by the UCF Board of Trustees, May 21, 2009.

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as monitored annually. Non-discrimination rules and procedures prohibit actions based on race, sex, color, national origin, religion, age, disability status, veteran's status, sexual orientation, and marital or parental status. Departments are assisted in interpreting Equal Opportunity/Affirmative Action-related policies related to administrative actions in their areas.

The Director monitors faculty, A&P, USPS, and OPS hiring to ensure nondiscrimination. The Director conducts a post-hire review on individual faculty hires and may consult on other types. Affirmative Action strategies are conveyed to search committees and hiring officials through meetings and training sessions. The Director monitors salary equity within the federally required Affirmative Action Plan format and annual Florida Equity Report.

The Director monitors enrollment patterns, retention and graduation rates, and gender equity in athletic programs. This administrator ensures that appropriate units develop corrective strategies for areas where goals to correct under-representation exist. These may include outreach efforts to build the application pool,

monitoring of campus retention programs, revision of procedures, and the administration of scholarships and fellowships.

The Director investigates grievances filed under the university's non-discrimination regulation, reporting facts, findings, and recommendations to the relevant vice president or presidents. The Director also

investigates charges filed with federal or state agencies and responds on behalf of the university through the conclusion of the process.

The Director is responsible for the completion of numerous state and federal monitoring reports regarding employment and enrollment. The Director prepares or coordinates the appropriate spreadsheets or narratives, working in coordination with Board of Governors staff members. Additional responsibilities include professional development and leadership in field support.

The Director supervises the university Title IX Coordinator and advises the Title IX program.

The Director also is the University Reasonable Accommodations Coordinator and provides advice to Student Accessibility Services and assists with employee reasonable accommodation requests.

QUALIFICATIONS OF THE DIRECTOR OF EOAA

Candidates must have a master's degree in an appropriate area of specialization and six years of appropriate experience, or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Strongly preferred qualifications include:

- A record of successful administration experience in education for more than five years
- A record of successful investigation, reporting, and training in the four following areas:
 1. Affirmative Action planning and reporting
 2. Equal Opportunity operations

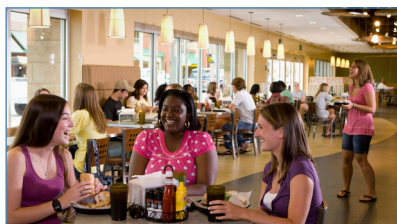
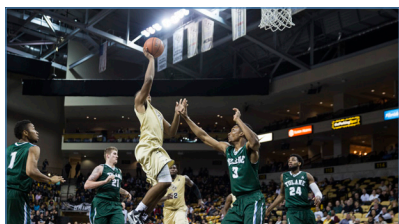
3. Title IX response
4. Americans with Disabilities coordination

- Comprehensive knowledge of the four areas above, including demonstrated knowledge of national best practices in those fields

Preferred qualifications include:

- Strong public speaking and report writing skills
- Excellent organizational skills
- Effective interpersonal skills
- Enthusiasm, flexibility, and productivity
- A master's degree in an appropriate area of specialization or a Juris Doctorate degree

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THE UNIVERSITY OF CENTRAL FLORIDA

Founded in 1963, the University of Central Florida promotes a diverse and inclusive environment, creating a welcoming environment, a high quality of life, and opportunities to grow, learn, and succeed.

UCF attracts highly talented students, faculty, and staff. The student body represents all 50 states and more than 150 countries. In Fall 2015, the freshman class set records with an average SAT two-score of 1261 and average 4.0 high school grade point average. Freshmen entered The Burnett Honors College with an average 1400 SAT two-score, and the number of National Merit Scholars ranked UCF among the top 15 colleges and universities in the nation.

More than 200 majors are offered through the institution's 13 colleges: Arts and Sciences, Business Administration, Education and Human Performance, Engineering and Computer Science, Graduate Studies, Health and Public Affairs, Honors, Hospitality Management, Medicine, Nursing, Optics and Photonics, Sciences, and Undergraduate Studies.

The main campus is 13 miles east of

downtown Orlando and adjacent to one of the top research parks in the nation. The 1,415-acre campus has modern facilities and state-of-the-art technology, along with 800 acres of woodlands, lakes, and an arboretum.

Outside of Orlando, the university serves students through 11 regional campuses and its College of Medicine at Lake Nona. The regional campuses are strategically located across Central Florida in Altamonte Springs, Cocoa, Daytona Beach, Leesburg, Osala, Palm Bay, Sanford/Lake Mary, South Lake, Valencia East, Valencia Osceola, and Valencia West. Local campuses provide the same programs and services as UCF's main campus.

UCF is an academic, partnership, and research leader in numerous fields, such as optics, modeling and simulation, engineering and computer science, business administration, education, the sciences including biomedical sciences, hospitality management, and digital media. The university's researchers received \$133.4 million in fiscal year 2015 for funded research.

UCF was named a 2016 Diversity Champion by *Insight Into Diversity* magazine. Diversity Champions are known for having visionary leadership, developing successful strategies and programs, establishing models of excellence and setting the standard for thousands of campus communities.

UCF Ranks Among the Nation's Most Innovative Schools

UCF ranks alongside Harvard, MIT, Stanford and Duke among the most innovative universities in the country, according to *U.S. News & World Report's Best Colleges 2016* guide. UCF tied for 13th place with Georgia Tech and the University of Southern California for the "Most Innovative School." UCF is also ranked among the top 100 public universities by *U.S. News & World Report*.

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This honor is given to less than 10 institutions in the nation.

UCF is a smoke-free campus.

For more information on the university, visit the website at www.ucf.edu.

ORLANDO, FLORIDA

Orlando, best known for being a popular tourist destination, offers a strong overall economy, some of the best job opportunities in the state, and high quality of life activities and services.

Orlando is a center for the life sciences, medical innovation, and technological developments. It was ranked No. 4 on *Forbes'* 2015 best cities for future job growth and No. 13 for fastest-growing cities in the U.S. *Fast Company* magazine has included Orlando in its list of "Best Cities for Innovation."

Centrally located in the state, Orlando has one of the nation's best international airports and convention centers. The city is home to world-class sporting events, including the NBA's Orlando Magic, the Florida Citrus Bowl, and the Arnold Palmer Invitational. Orlando City Soccer is the newest member of Major League Soccer (MLS).

In addition to the theme parks, beaches, golf courses and attractions, Orlando boasts Broadway shows, a new Center for the Performing Arts, a nationally recognized Florida Film Festival and year-round art exhibits and cultural events. Dining and shopping opportunities are abundant.

With an average temperature of 83 degrees, Orlando allows for year-round outside activities. Florida's famous beaches are only a short drive away.



APPLICATION AND NOMINATION PROCESS

Confidential inquiries are welcomed; nominations are invited.

1. Application packet must include:

- A letter of intent describing your experience and interest in the position
- Current resume
- At least five references with full contact information (references will not be contacted without consent from applicants)
- Your answers to the required questions at:
www.myersmcrae.com/skins/userfiles/file/MMQuestions.pdf

2. Submit application packet to: UCF@myersmcrae.com

For best consideration, submit materials by **October 21, 2016**. Review of applications is underway.

Submit nominations to the UCF-Nominate@myersmcrae.com. Nominations should include full contact information of the individual being nominated.

Kenny Daugherty, Executive Vice President, and **Emily Parker Myers**, CEO, of **Myers McRae Executive Search and Consulting**, is assisting the University of Central Florida with this search.



515 Mulberry Street, Suite 200
Macon, Georgia 31201
(478) 330-6222 | www.myersmcrae.com

The University of Central Florida is an equal-opportunity institution that does not discriminate based on race, color, gender, national origin, age, religion, sexual orientation or disability in its admissions, student aid, employment practices, education programs or other related activities. The University of Central Florida is committed to providing an educational and working environment free from discrimination and harassment. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to the eeo@ucf.edu.