

**Associate Provost for Diversity, Equity, and Inclusion
AD-1701-09
Naval Postgraduate School, Monterey, CA**

The Naval Postgraduate School (NPS) is conducting an internal search to fill a new position, Associate Provost for Diversity, Equity, and Inclusion (AP-DEI). This is a federal government position in the excepted service. The selection for appointment is made by the President, Naval Postgraduate School.

Duties and Responsibilities:

The Associate Provost for Diversity, Equity, Inclusion (AP-DEI) works directly for the Provost and Academic Dean and is the primary advisor, promoter, coordinator, and manager of programs related to diversity, inclusion, mentorship, equity, and development that affect faculty, staff, and students at NPS. The Associate Provost for Diversity, Equity, and Inclusion works independently under the direct supervision of the Provost and collaborates with other entities within NPS (e.g., Faculty Affairs, EEO, Faculty Council, Human Resources, Office of Council, Dean of Students, others) as well as external DoN, DoD, and other organizations. This position covers half of the faculty member's salary.

Specific requirements for this position:

- Advises the President, Provost, and NPS leadership on diversity, equity, inclusion programs;
- Provides reports and other products for external stakeholders and internal leadership, as required;
- Chairs the Inclusion and Diversity Council;
- Develops a NPS DEI vision and strategic plan; and annual plans of DEI activities;
- Implements DEI initiatives, program, and events across NPS;
- Creates, curates, and manages DEI resources for the faculty, staff and students;
- Monitors best practices, programs, and policies across higher education, DoN, and DoD;
- Interfaces with all related activities and organizations (of faculty, staff, students), including affinity groups, Faculty Council, and others;
- Advises the Provost and President on diversity and equity issues in regard to faculty hiring and pay-setting;
- Works with deans, chairs and search committees with outreach efforts in developing talented and diverse applicant pools;
- Leads a campus-wide program for mentorship for all faculty, and staff as appropriate;
- Leads a faculty orientation programs to new faculty;
- Plans, provides, and manages enculturation tours for faculty and staff as appropriate, to encourage a greater understanding of military issues;
- Supports NPS as needed for external reviews such as accreditation visits and inspections general;

Required Qualifications:

- A doctoral or other terminal degree in a discipline relevant to the school; or a master's degree in a discipline relevant to the school combined with significant leadership experience

- gained as a senior military officer (i.e., O5 or higher); or as a senior manager at the department/division head level in a university or other large and diverse organization.
- Significant administrative experience (typically 4 years or more) as a departmental chair, associate chair, academic associate or equivalent experience in one or more accredited institutions of higher education or equivalent experience; and,
 - Demonstrated experience with programs, research, scholarship, and/or initiatives in diversity, equity, and/or inclusion.

Other strongly desired (but not necessarily required) qualifications for this position include:

- Effective communications skills and collegiality;
- Organizational skills; timely and effective responsiveness;
- Strategic vision for Diversity, Equity, and Inclusion.

Special Requirements: Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.

Applicants should submit: a letter of interest in the position highlighting relevant experience, a curriculum vitae, and contact information for one or more references from NPS, preferably at least one who can speak directly to the candidate's leadership skills and advocacy in diversity, equity, and inclusion. All documents should be submitted by email to Prof. Javier Salmeron, Chair, AP-DEI Search Committee, to jsalmero@nps.edu. Deadline for receipt of complete application materials is Friday, May 21, 2021. Start date will be during Summer 2021. Incomplete applications will not be considered.

Salary is commensurate with qualifications and experience. The Naval Postgraduate School is an equal opportunity employer. NPS fully supports the Department of the Navy's policy to recruit qualified individuals from across the United States in an effort to achieve a work force drawn from all segments of society. Accordingly, we welcome all qualified applicants and strongly encourage women, minorities, people of color, and individuals with disabilities to apply. For additional information about NPS, please refer to the website at <https://www.nps.edu>.

NOTE: IF YOU ARE A VETERAN, Veterans preference is treated as a positive merit factor for NPS faculty positions. We strongly encourage you to indicate if you are a veteran in your application when applying to NPS positions and you must provide a copy of your signed DD-214 (member 4 copy), Certificate of Release or Discharge from Active Duty, or other acceptable documentation.

Scott S. Gartner
Provost and Academic Dean