

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Date: November 10, 2023

To: **Members of the Director for EOA/Title IX Search Committee**

Carl Chambers, Director of Human Resources
Phyleccia Reed Cole, Senior System Counsel
Mark “Doc” Dochterman, Deputy Director for the East St. Louis Center
Mark Izquierdo, Associate Athletic Director for Compliance and Administration
Lt. Lisa Johnson, SIUE Police Department (Equity Consultant)
Tom Jordan, Coordinator for Policy, Communication and Issues of Concern
Mindy Kinnaman, Assistant Director for Student Conduct (Chair)
Brittany Peterson, Assistant Professor, Biology

From: Jessica C. Harris, Vice Chancellor for Anti-racism, Diversity, Equity, and Inclusion

Subject: Search Committee Charge for the Search Committee

Dear Search Committee Members:

Thank you for dedicating your time and talents to the search for SIUE’s next Director of EOA/Title IX Coordination. Mindy Kinnaman has agreed to chair the Search Committee and Alene Mossa will provide administrative support.

The Director of EOA/Title IX Coordination is the University's Title IX Coordinator, ADA Section 504 Coordinator, and the institutional officer responsible for equal opportunity and affirmative action compliance and compliance with other state and federal harassment and discrimination laws, regulations, and university policies.

The Search Committee is charged with recommending the very best candidates to fill this position. It is an important task as I have high expectations about what this new colleague could bring to the position and to SIUE. In addition to assessing candidates’ suitability for the role according to the minimum qualifications listed in the [job description](#), it is very important that the next Director is a collaborator. The work of the EOA/Title IX office is not siloed work. The best candidate for this position will understand that; and will prioritize identifying, developing and maintaining good working relationships with key offices across the university, with a focus on enhancing current and developing new strategies for fostering an inclusive working and learning environment for employees and students. It is also important that the individual’s experiences position them to come in and quickly improve current and/or develop new procedures and processes for how the Office will conduct its business, with a focus on procedural justice, efficiency and clarity. This includes, for example, the process for reporting, investigating and resolving sexual misconduct and discrimination allegations; the interactive process for requesting and approving accommodations (religious, pregnancy, etc.), updates to relevant policies, and determining how the office will develop and implement the University’s Affirmative Action Plan, measure compliance and ensure alignment with strategic goals. Lastly, while this is

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mentioned in the job description, I do want to highlight the importance of the Director's ability to offer and scale relevant educational programs for students and employees.

The University is committed to creating an environment that is welcoming, inclusive, and supportive for all members of our community. The University's Affirmative Action / Equal Employment Opportunity Policy has the objective of recruiting, hiring, training, and promoting persons in all job classifications without regard to age, color, disability, marital status, national origin, race, religions, sex, sexual orientation, or veteran status. As a search committee member, you will play a critical role in ensuring that the search reflects our collective values. See [SIUE's Affirmative Action Planning & Hiring Resources](#) for plans and objectives for our campus.

In line with SIUE's inclusive hiring focus, it is important to ensure that the candidate evaluation process is inclusive and fair. Developing and using criteria by which all candidates will be evaluated at each stage of the search process, using consistent questions across all candidate interviews, ensuring consistent agendas for all candidates, and providing consistent accessibility accommodations to all candidates will make this search process more equitable and inclusive. Lt. Lisa Johnson is the Equity Consultant assigned to this search and will provide resources and support as needed.

The Search Committee is expected to complete the search as soon as possible, preferably by the last week in January. At the conclusion, I ask that the committee chair provide to me an unranked list of three candidates that the committee recommends for the position, with a summary of the strengths and weaknesses of each candidate, as well as any additional feedback gathered during the search (for instance, the results of Qualtrics surveys).

Again, I appreciate your willingness to provide this important service. If there are questions as you move forward, do not hesitate to reach out.

Sincerely,



Jessica C. Harris
Vice Chancellor for Anti-racism, Diversity, Equity, and Inclusion