



WAYNE STATE
UNIVERSITY

Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, Suite 4200
Detroit, Michigan 48202
(313) 577-3734

May 8, 2023

RE: Associate Provost for Diversity, Equity and Inclusion & Chief Diversity Officer

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position Associate Provost for Diversity, Equity and Inclusion & Chief Diversity Officer. Your firm was suggested as one of several to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Description is enclosed with this letter, and we anticipate an annual compensation of approximately \$200,000 commensurate with experience.

If you are interested in working with Wayne State University to locate and hire the best person for this important position, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at <http://go.wayne.edu/bids>. When visiting the Website, click on the "Service" link in green. You can also use the following link to directly access the submission form: <https://forms.wayne.edu/6452b52f151d9>.

Please respond to this request by 2:00 p.m. E.S.T. on May 15, 2023, as follows:

Wayne State University
Attn: Miriam Dixon
Online Submission Link:
<https://forms.wayne.edu/6452b52f151d9>

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

Miriam Dixon

Miriam Dixon
Associate Director
Procurement & Strategic Sourcing

Enclosure

cc: Lisa Shrader, Assistant Vice President, Academic Administration
Kenneth Doherty, Assistant Vice President, Procurement & Strategic Sourcing

Wayne State University
Associate Provost for Diversity, Equity and Inclusion & Chief Diversity Officer
Executive Search Services

This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in their proposal that it meets the following requirements and has provided all required information.

SCOPE OF WORK

The University is seeking a full-service Executive Search Firm to execute a successful search for our next **Associate Provost for Diversity, Equity and Inclusion & Chief Diversity Officer**. The salary range for this position is anticipated to be approximately \$200,000, commensurate with experience. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for the position to the University.

This position will be posted on the Wayne State University online hiring system. The final candidate must complete an online application in the System and submit his or her resume in accordance with University policy. Any and all applications will be forwarded to the selected search firm for consideration. If feasible, the awarded firm will be given Guest Access to the University's online hiring system to view applications as they come to the University.

Key Project Deliverables

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm's experience with urban research universities, if any.
3. Your firm's experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three references from clients, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year.

General Information

The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.

This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact me by email at miriam.dixon@wayne.edu.

Please respond to this request by 2:00 p.m. E.D.T. on May 15, 2023, as follows:

Wayne State University
Attn.: Miriam Dixon
Online Submission Link:
<https://forms.wayne.edu/6452b52f151d9>

JOB DESCRIPTION

Associate Provost for Diversity, Equity and Inclusion & Chief Diversity Officer

Wayne State University, a leading public urban research university, invites inquiries, nominations, and applications for Associate Provost for Diversity, Equity and Inclusion & Chief Diversity Officer.

Responsibilities:

- Serves on the President's cabinet as WSU's chief diversity officer.
- Provide vision, leadership, coordination, and strategic planning for the design and implementation of an institutional-wide platform to ensure diversity, equity and respect for all faculty, staff, and students; primarily responsible for coordinating implementation of the University's strategic plan for diversity and inclusion in partnership with other administrative/divisional units to ensure that all diversity initiatives are aligned with the overall University's strategic plan.
- Advise the President, the Provost, senior University administrative officers, and members of the Board of Governors on issues relating to University diversity and inclusion.
- Identify, develop, foster and maintain strong internal and external relationships for the purpose of integrating diversity/inclusion initiatives which advance diversity-building partnerships in the community (internal to the campus and external).
- Seek opportunities to increase resources for the University's mission and goals in these areas.
- Coordinate and work with the University-wide DEI council to promote institutional transformation and inclusive excellence across the institution.
- Coordinate and support the Employee Engagement Group Council and the various employee affinity groups including the Black faculty and staff association, the Latina/o Faculty and Staff Association, the WSU Association of Chinese Faculty and Staff, the MENA Faculty and Staff Association and the LGBTQ Faculty and Staff Association
- Advise University efforts to recruit and retain a diverse community of faculty, and staff; and to promote a culture of inclusivity.
- Promote a positive image and positive external relations for the University by communicating and interacting with city, state, and other officials in matters related to University diversity efforts. Represent the President, the Provost, and the University in various community, state and regional activities designed to promote diversity at Wayne State University in particular, and higher education in general.

- Create and implement communication strategies and content management for training, web resources (internal and external audiences), and print materials to support diversity and related initiatives.
- Promote student success for all students, especially underrepresented and minority students.
- Assume budgetary responsibility for the department and coordinate the development of the annual budget.
- Work closely with Admissions to build sustained partnerships with key community organizations for the purpose of identifying and recruiting students to the University.
- Assist in enhancing the ethnic diversity on campus and work to enrich the experience of all WSU students, faculty, and staff.

Qualifications:

- Exceptional written and oral communication skills.
- Successful record of leading and advancing diversity and cultural inclusion' initiatives.
- An excellent command of contemporary diversity, equity, inclusion and multiculturalism concepts and issues in higher education.
- The ability to research, identify and implement best practices of diversity and inclusion.
- The ability to work effectively and collegially within a complex university system with a wide range of constituencies both on and off campus.
- Proven experience in developing and implementing outreach efforts and programs.
- Demonstrated ability to work effectively in shared governance.
- Successful record of collaboration and partnerships with the external stakeholders and the larger community.
- Possess a terminal degree from an accredited institution and qualify for a tenured appointment in an academic unit.

About Wayne State University

WSU is a nationally recognized public research university with an urban teaching mission. WSU is a public Carnegie Doctoral/Research Extensive institution with 13 academic schools and colleges offering more than 350 undergraduate, graduate and professional degrees. WSU is home to nearly 28,000 students from nearly every state and 60 countries – the most diverse student body among Michigan's 15 public universities:

- One of the nation's 50 largest public universities, with Michigan's most diverse student body.
- Approximately 350 degree and certificate programs in 13 schools and colleges.
- Annual research expenditures of \$244 million.
- More than 500 student organizations.
- Affiliations with more than 100 institutions worldwide.
- Classified as "doctoral university: very high research activity" by the Carnegie Classification of Institutions of Higher Education.
- Wayne State is a partner with Michigan State University and the University of Michigan in the University Research Corridor, helping create a vibrant state economy.
- More than 1,900 new jobs created through TechTown, Wayne State's research park and business incubator.
- A leader in green technology, the College of Engineering was first in the nation to launch an electric-drive vehicle engineering program and offer an alternative energy technology master's program.
- Study abroad opportunities in 16 countries on five continents.
- Eighty percent of Wayne State Law School graduates live and work in Michigan.

Non-Discrimination

Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.