

ANNUAL CERTIFICATION & REPORT
EQUALITY WITHIN THE UNIVERSITY OF NORTH CAROLINA
September 1, 2024

Peter Hans, President
University of North Carolina System
223 S. West St., Ste. 1800
Raleigh, NC 27603

Dear President Hans:

The University of North Carolina Board of Governors adopted Section 300.8.5 of the UNC Policy Manual, *Equality Within the University of North Carolina*, on May 23, 2024, to reaffirm the University's longstanding commitment to equality.

As such, the chancellor and director of student affairs (or equivalent officer) of each constituent institution must certify and report on his or her constituent institution's compliance with Section 300.8.5¹.

As such, I certify the following on behalf of my constituent institution:

- I. I certify that UNC Asheville, fully complies with the University's commitment to institutional neutrality and nondiscrimination required by law and Section 300.8.5 of the UNC Policy Manual.
- II. To achieve compliance, my constituent institution took the following concrete actions:

A. Eliminated Positions:

Pursuant to this policy, Student Affairs eliminated the Director of Multicultural Affairs role and redirected the funding in accordance with policy requirements.

Pursuant to this policy, Academic Affairs eliminated the Director of the Center for Diversity Education role and redirected funding in accordance with policy requirements

¹The Equality Policy requires annual certification as to compliance and expects reports of savings derived from achieving compliance. It is likely that any savings achieved will occur in the first year and that succeeding annual certifications will not report on any additional savings in the out years (because non-compliant programs, employment divisions, and employment positions should be addressed completely in the first year).

B. Realignment of Positions:

Prior Job Title	Prior Job Description	New Job Title	New Job Description
Director of Multicultural Student Affairs	Full Job Description included as Addendum 1	Associate Dean of Students	Full Job Description included as Addendum 2
Director of the Center for Diversity Education	Full Job Description included as Addendum 3	Educational Innovation and Engagement Coordinator	Full Job Description included as an Addendum 4.

C. Other Content or Programmatic Changes
None.

D. Savings & Recommended Reallocations:

The following actions were taken to reduce spending and redirect funds within Student Affairs at UNC Asheville:

Elimination of the Director of Multicultural Affairs Position

Savings: \$104,679

Prior Use of Funds: The salary and benefits for the Director of Multicultural Affairs.

Redirected Use of Funds: These funds have been allocated to cover the salary and benefits for the newly appointed Associate Dean of Students, which has been intentionally designed and created to support student success and wellbeing, specifically programs and services that support retention and path to graduation.

Reduction in the Multicultural Affairs Department Budget:

Savings: \$13,700

Prior Use of Funds: This amount was previously allocated to the general budget of the Multicultural Affairs Department.

Redirected Use of Funds: The savings have been redirected to the Dean of Students' Student Success Program Fund, which supports initiatives aimed at improving student outcomes and ensuring their academic success and wellbeing at UNC Asheville.

These actions reflect a strategic reallocation of resources, emphasizing student success and wellbeing, specifically programs and services designed to impact retention and graduation.

The following actions were taken to reduce spending and redirect funds within Academic Affairs at UNC Asheville:

Elimination of the Director of the Center for Diversity Education Position.

Savings: \$107,972

Prior Use of Funds: Salary and benefits for the Director of the Center for Diversity Education:

Redirected Use of Funds: The prior account has been closed. Salary has been switched to the Department of Education at UNC Asheville.

Reduction in the Center for Diversity Education Budget:

Savings: \$11,844

Prior Use of Funds: This amount was previously allocated to the Center for Diversity Education.

Redirected Use of Funds: The savings have been redirected to the Department of Education at UNC Asheville to be used for professional development outreach with partner school districts.

These actions reflect a strategic reallocation of resources, emphasizing curricular support for the education programs in compliance with NC Professional Standards and NC Academic Standards for teacher preparation.

E. Redirected Use of Funds:

Savings (\$\$\$)	Prior Use of Funds	Redirected Use of Funds
\$104,679	Director of Multicultural Affairs salary and benefits	Associate Dean of Students salary and benefits
\$13,700	Multicultural Affairs Department Budget	Dean of Students - Student Success Program Fund
\$107,972	Director of the Center for Diversity Education	Educational and Innovation Coordinator
\$11,844	Diversity and Multicultural Support Budget of the Center for Diversity Education	Department of Education: Education, Innovation and Outreach Account

University of North Carolina at Asheville

Title: Chancellor

Title: Vice Chancellor for Student Affairs

Name: Dr. Kimberly van Noort

Name: Dr. Meghan Harte Weyant

Date: September 1, 2024

Date: September 1, 2024

DRAFT



Classification and Position Details

Position Type	EHRA Staff
Classification Title	Director of Multicultural Student Affairs
EHRA Designation	Instructional, Research, and Information Technology
Working Title	Director of Multicultural Student Affairs
Position Number	000609
Division	Student Affairs
Position Summary	<p>Reporting to the Associate Vice Chancellor for Student Affairs, the Director of Multicultural Student Affairs will provide oversight and leadership for all multicultural student programs. The Director will manage the Intercultural Center in partnership with Highsmith Union; and serve as an integral part of the Division of Student Affairs and units directly charged with enhancing student life experiences outside the classroom.</p> <p>The position requires significant responsibility for the development and implementation of transformative student learning experiences, innovative strategies to increase minority student retention, and programs and services that enhance the overall success of multicultural students.</p> <p>The Director of Multicultural Student Affairs will bring leadership, vision, integrity and a team-oriented philosophy to university-wide diversity and inclusion efforts. The Director is a leader and collaborator on matters of equity, diversity and inclusion.</p> <p>The Director of Multicultural Affairs will work in collaboration with the Director of Institutional Equity and other campus partners related to diversity, equity and inclusion efforts.</p> <p>The Director will help lead effective strategies that champion the importance and value of a diverse and inclusive educational environment intended to benefit the entire community.</p> <p>This role is intended to be student-centered. The Director will serve as an advocate for underrepresented students by providing orientation programming, services, and advocacy. The Director's primary focus is on supporting the enrollment, retention, and graduation of underrepresented students; advising affiliated student clubs and organizations; and designing and facilitating training and workshops.</p>

	<p>The Director will also raise awareness for the entire UNC Asheville community about multicultural and social justice issues through the coordination and implementation of events, workshops and training.</p> <p>The Director of Multicultural Student Affairs reports to the Associate Vice Chancellor for Student Affairs.</p>
<p>Minimum Education/Experience/Skills (Must have wording that is a Master's degree. May consider a Bachelor's degree and equivalent experience.)</p>	<p>This position requires possession of a Master's degree in College Student Affairs, Higher Education Administration, or a closely related field. At least 2 years' experience in higher education settings working in a capacity that advances diversity and inclusion.</p>
<p>Preferred Education/Experience/Skills</p>	<p>It is preferred that the successful candidate for this position has 4-6 years of relevant experience in higher education.</p> <p>Demonstrated commitment to inclusiveness, equity and multicultural issues as well as a demonstrated knowledge and ability to work effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies in a global environment.</p> <p>The successful candidate will also demonstrate an extensive understanding of, and engagement with, issues that affect multicultural students, particularly related to increasing access to higher education, retention in higher education and contemporary issues.</p> <p>The successful candidate will be able to clearly articulate the importance of diversity and inclusion in higher education.</p> <p>Strong interpersonal skills and the ability to work with a wide variety of constituents. Ability to build rapport with students.</p>
<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> ● Develop long-range strategic planning and program development, including the assessment of such programs and services, consistent with the mission of UNC Asheville. ● Develop programs and services designed to increase the recruitment, retention, matriculation, and ultimately graduation of students designated as under-represented enrolled at UNC Asheville. ● Supervise department personnel effectively to ensure that programs and services support the campus-wide strategy and the mission of the department. ● Manage the outcomes assessment and documentation of UNC Asheville student success initiatives. ● Counsel, advise, and consult with students, faculty, staff and alumni individually and collectively to embrace the importance of

	<p>building a culturally inclusive, appreciative, competent, and welcoming environment.</p> <ul style="list-style-type: none"> ● Ensure that the department is a positive and integral part of the Division of Student Affairs and the University community through cooperation with other Student Affairs departments and campus-wide efforts to promote student learning and meet the needs of multicultural students. ● Maintain and update the Office of Multicultural Affairs and Intercultural Center, and adjoining areas as a welcoming space for students on campus, and work closely with the Highsmith Union staff to ensure that they remain a culturally representative and relevant social and learning hub ● Ability to develop and assess learning outcomes specific to multicultural student programming and directly related to the University’s general learning outcomes. ● Manage budgets and tie budgeting to institutional and divisional priorities. ● Demonstrated experience responding appropriately to student concerns and managing student issues with sound judgment and professionalism; particularly working with marginalized groups. ● Serve as a leader of the Bias Incident Response Team. ● Oversee the Hyannis House as an integral part of building community for underrepresented and marginalized students. ● Experience in a higher education setting working directly with students, preferably coordinating diversity education, supporting college-aged individuals with marginalized identities, policy analysis, program development, higher education, and/or mentoring. ● Experience working with student organization leadership, particularly affinity group leadership ● Guide, support, and evaluate all programming sponsored by the Office, such as Legacy, SANKOFA, and Sexuality and Gender Education (SAGE). ● Work with Admissions to help advance recruitment of minority and underrepresented populations. ● Work with Advancement to identify funding sources that will enhance the collegiate experience for minority and underrepresented populations through programming dollars and scholarships when viable. ● Experience supervising professional and student staff, with the ability to delegate tasks in line with identified priorities, where applicable.
Full-Time/Part-Time	Full-Time
FTE (Full-Time Equivalency)	1.0

Months per Year	12 Months
Supervisory Responsibility	This position will supervise an Assistant Director and may supervise temporary and/or student employees.
Work Schedule and Hours	This position will be 12 months. Typical university business hours are Monday-Friday from 8:00 a.m. to 5:00 p.m., with additional responsibilities on weekends and evenings as needed.

Salary & Budget Information

Salary	
Recruitment Range, if applicable	
Is Position Contingent Upon Funding	Yes
Budget Code	333441-303501-611100-160
Percent of Budget Distribution	100%

Supervisory Position

Job Title	
Position Number	
Department	
First Name	
Last Name	

Responsibilities and Duties

Describe in detail the major functions of this position as well as the responsibilities and duties required for each of those functions.

<p>Responsibilities and Duties (Breakdown by Job Duties with percentages based on time)</p>	<p>The Director shares in the responsibility for the support, advocacy, and development of services and programs that foster educational and social success for multicultural competency among all students and serves underrepresented students specifically. The Director will provide leadership in the articulation and development of comprehensive student programs that will serve the entire campus community and facilitate students' understanding of their own and each other's unique cultures and heritages. The Director will make significant efforts for students to apply their understanding and skill sets in intercultural competence through the provision of strong community engagement opportunities with the campus community and the greater Asheville community.</p> <p>Major goals and duties will include:</p> <ul style="list-style-type: none"> Strengthen the retention and success of underrepresented students by fostering a sense of community through intellectual, social, and intercultural exchange.
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- Promote a healthy, respectful institutional climate that effectively responds to the needs and concerns of a variety of student constituencies, honors the contributions of all student populations, and actively supports all students in realizing their academic, civic, and personal potential.
- Ensure that every aspect of a comprehensive OMA program includes collective learning, development, and growth to encourage and sustain an inclusive community on our campus.
- Strengthen community engagement opportunities through community partnerships that foster civic learning and social justice competency through community service application and activism.
- Work collaboratively and consistently with partners on and off campus to reach goals related to civic learning, community building, and learning outcomes that advance the social, emotional, and spiritual growth of students on campus.
- Participate in new student recruitment, including traveling to and presenting at student leadership conferences and retreats in collaboration with and upon the request of the Office of Admissions..
- Develop a comprehensive marketing and branding plan that promotes the department and the services/programs through a variety of modalities that are relevant to students.
- Lead, plan, develop, implement and provide guidance for heritage months and other programming that meet the current needs of UNC Asheville's unique student populations.
- Work consistently and collaboratively to advance student learning and engagement through solid partnerships with Key Center for Community Engaged Learning, Center for Diversity Education, Athletics, Career Center, and other campus and community constituents that promote civic learning through experiential learning.
- Direct all visioning, planning, and assessment activities of OMA. This includes but is not limited to the development of an assessment plan with identified methods for measuring and tracking progress coupled with data that drives decisions for continued improvement in the service of our students.
- Manage, track, and practice fiscal responsibility to ensure a balanced budget that consistently and appropriately utilizes student activity fees for, with, and by students.
- Maintain the department website.

Other duties as assigned.

Additional Information

Critical Personnel

The University has identified "critical personnel" who are required to report to work when classes are delayed, canceled or when the campus is closed. Critical personnel are employees designated to ensure the continuous operation of the University. These employees most often fall into the categories of law enforcement, facilities operations, housing, payroll, technical services and certain other support services. Critical personnel who fail to report to work at the designated time during adverse weather and other emergencies may be subject to disciplinary action and/or required to charge missed hours to leave or leave without pay.

Is this employee designated as critical personnel as defined below?	Yes
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Working Off-Campus

Under certain circumstances it may be beneficial or necessary for an employee to work outside the office/off-campus. These situations would need to be approved, in advance, by the Supervisor. There would be an expectation that the employee is completing work assignments and able to be reached, as needed, during normal work hours.

Does the function of the job lend itself to working outside the office/off-campus?	Yes
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Campus Security Authority

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (re-named the Clery Act in 1998), the UNC Asheville Police Department is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has "significant responsibility for student and campus activities".

An employee identified by federal law as a Campus Security Authority (CSA) is responsible for reporting certain crimes, as described in the Clery Act, that are reported to them by students and employees to the UNC Asheville Police Department. These numbers are then included in the federally mandated Clery Report, which is distributed to the campus each fall. An Employee designated as a CSA is required to participate in the appropriate training.

Is this employee designated as a Campus Security Authority as defined above?	Yes
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NCAA Compliance

As a part of this position, some duties include involvement with student athletes in the UNC Asheville Athletics department including, but not limited to, responsibility for admission, certification of academic standing, evaluation of academic performance, and administration of financial aid for student-athletes.

The employee in this position is charged with knowledge of, and shall conduct himself/herself and the University's intercollegiate athletics program in accordance with all rules, policies, and regulations that apply to or regulate the University's athletics program. These include, but are not limited to, the constitution and bylaws of any athletic conference of which the University is a member, the requirements of the NCAA, all policies and procedures of The Board of Governors of the University of North Carolina, and all policies and procedures of the University of North Carolina at Asheville. Any violation by the employee of the rules, policies, or regulations of the University, the Conference, or the NCAA shall be a violation, and the employee shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment.

Is this employee designated as responsible for NCAA Compliance as defined above?	No
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Programs and Activities Involving Minors on Campus

All individuals who work and/or volunteer as part of a University-sponsored program, activity or summer camp covered by the "Programs and Activities Involving Minors on Campus Policy" that involves direct participation with pre-college age minors are required to have a satisfactory criminal background check at the time of hire and at least once every three years thereafter according to UNC Asheville's Background Check Policy.

Does this position require direct participation with minors?	Yes
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Work Location

Has office space/location been identified for this position?	Yes
Building/Office Number	Highsmith Union/114B

ADA Checklist

Please check ALL that apply to the essential functions of the job:

Environmental Conditions

- Confined/restricted spaces
- Exposure to infectious diseases
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Extreme noises
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock, oils)
- Inside work environment
- Vibrations
- Weather (rain, snow, wind)

Mental Functions

- Analyzing (examine, test data, present alternative actions)
- Comparing (compare/contrast data, people, things)
- Copying (entering, posting, transcribing data)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, things)
- Deciding (choose, commit to a course of action, conclude, resolve, solve)
- Learning (acquire, retain, and apply new information, knowledge, skills)
- Synthesizing (combine data, concepts, interpretations)
- Teaching (impart knowledge or skill, facilitate or guide critical thinking, stimulate interest in the subject, motivate/inspire students to learn)

Sensory Functions

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue and nose)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference, e.g. running machines, other people)
- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Color vision (distinguish colors)
- Depth perception (3 dimensional vision, judge distances, space)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Field of vision (up-down and right-left)
- Near acuity (at 20 inches or less when minute accuracy is essential)

Working Conditions and Physical Demands

- Carrying/Lifting/Pulling/Pushing/Maneuvering up to 20 pounds
- Carrying/Lifting/Pulling/Pushing/Maneuvering up to 50 pounds
- Carrying/Lifting/Pulling/Pushing/Maneuvering up to 100 pounds
- Carrying/Lifting/Pulling/Pushing/Maneuvering more than 100 pounds
- Exposure to blood-borne pathogens
- Exposure to/handling of animals
- Fingering/Grasping/Pulling
- Standing/Climbing/Mobility
- Travel
- Overtime/additional hours (nights, weekends, holidays, shift-work)

Other:



Position Description for

Associate Dean of Students

Position Details

Position Type	EHRA Staff
Classification Title	Associate Dean of Students
Working Title	Associate Dean of Students
Position Number	012026
Division	Student Affairs
Department	Dean of Students

Position Summary

The Associate Dean of Students, reporting directly to the Dean of Students, plays a pivotal role in promoting student success. This position encompasses a broad spectrum of student care and student success responsibilities. The primary focus of this role is to enhance student education and retention by providing robust support services. The Associate Dean offers consultation to faculty, staff, and parents, and families. With a strategic approach grounded in effective relationship-building, human-driven, data-centered, decision-making, and a commitment to continuous improvement, the Associate Dean fosters a dynamic culture of care and student success.

The primary responsibilities of the Associate Dean of Students includes but is not limited to:

- Coordination of case and care management for the Office of the Dean of Students through close partnership.
- Provide direct intervention and support for students in crisis, including but not limited to formulating intervention plans and follows up in order to minimize and/or resolve problems in conjunction with other campus partners.
- Coordinate the Care and Crisis Team
- Provide resources and referrals, programming, training and outreach as needed.
- Serve in an on-call capacity as part of the rotation with staff for crisis support and emergency response
- Work collaboratively with campus and community partners, including faculty and staff, as well as parents and family members in order to resolve/address student issues



- Serve on University committees as needed
- as adjunct faculty for first year seminar (IGNITE) as needed

Minimum
Education/
Experience/Skills

Master's Degree in Higher Education, Student Affairs or related field preferred.

Preferred Education/
Experience/
Skills

- Doctoral Degree in Higher Education, Student Affairs or related field preferred
- Five to seven years of progressive responsibility and experience in Residence Life/Housing, Student Affairs, Student Conduct, Crisis Management and/or student development.
- Extensive knowledge in student development theory, behavioral intervention, threat assessment, student intervention and success strategies and experience in responding to student issues in an on-call format.
- Demonstrated leadership in managing student issues and crises.

Knowledge, Skills,
and Abilities

The successful candidate will demonstrate the following:

- an extensive understanding of, and engagement with, issues that affect students, particularly related to increasing access to higher education, retention in higher education, and other contemporary issues
- strong interpersonal skills and the ability to work with a wide variety of constituents
- ability to build rapport with students
- understanding of the university environment and ability to work collaboratively with students, faculty, staff, parents, and community partners
- excellent problem solving skills and conflict resolution skills
- solid administrative and record keeping skills
- strong interpersonal and written communication skills
- superior critical thinking and ability to multitask in a fast paced environment
- knowledge of behavioral intervention and crisis management

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techniques.

- ability to handle highly confidential and sensitive information with professionalism and diplomacy, which aligns with federal, state and university policy
- ability to build relationships, work as a team, work independently and maintain positive professional relationships
- ability to manage multiple tasks, and to provide exemplary customer service
- knowledge of legal and risk management issues in higher education

Supervisory Responsibility None at this time.

FLSA Designation Exempt

Full-Time/Part-Time Full-Time

FTE (Full Time Equivalency) 40 Hours

Months per Year 12 Months

Work Schedule and Hours Typical office hours are Monday - Friday 8:00 a.m. - 5:00 p.m.; with expected night and weekends as needed to respond to student issues, on-call coverage, and attendance at other campus events and activities.

Salary and Budget Information

Salary \$00,000

Is Position Contingent Upon Funding No

Supervisor Position Description

Job Title Dean of Students

Position Number 000203

Org Unit Dean of Students

First Name Megan

Last Name Pugh

Email mpugh1@unca.edu

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Essential Functions

Responsibilities and Duties

Student Support 50%

- Responsible for coordination of case management efforts for the Office of the Dean of Students
- Assists in identifying individual needs of students and coordinating intervention and support to address these needs from a systems level using the Stepped Care Model
- Assist in managing parent concerns and follow up with students
- Provide follow-up and accountability for students on behavioral, conduct, or intervention agreements or sanctions.
- Assist in the maintenance and management of federally protected student conduct records.
- Provide direct intervention and support for students in crisis; formulates intervention plans and follows up in order to minimize and/or resolve problems in conjunction with other Student Affairs staff.
- Provide information and referral to students
- In collaboration with the Dean of Students, provides programming, training and outreach to assist campus constituents in assisting our students who may be having difficulty
- Work closely with Residence Life, Health and Counseling, Academic Success, Accessibility, Campus Police, Student Life and other campus constituencies.
- Participate as a team member, record keeper, and centralized case manager of the Care and Crisis Team
- Serve in an on-call capacity as part of the rotation with staff for crisis support and emergency response
- Work collaboratively with campus and community partners, including faculty and staff, as well as parents and family members in order to resolve/address student issues

Student Engagement Initiatives, Support, and Services 20%

- Collaborate with student support offices to create a welcoming and accessible space for all students, support holistic student well-being and success, and foster a sense of belonging.
- Serve as a resource for students facing challenges and connecting them with appropriate campus resources.
- Design, collaborate and execute initiatives to promote student engagement, leadership development, and civic participation.
- Provide resources and support for orientation, family programs, first-year experience, student leadership organizations, and campus committees.
- Foster a sense of belonging and community among students through targeted outreach and programming efforts.

Assessment and Evaluation 20%

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- Establish assessment measures to evaluate the effectiveness of services.
- Collect data and feedback from students, staff, and stakeholders to inform programmatic improvements and decision-making and ensure responsiveness to evolving needs and priorities.
- Use assessment findings to drive continuous improvement efforts and demonstrate the impact of departmental initiatives.

Strategic Planning and Administrative Duties 10%

- Serve on BETA (Behavioral Evaluation and Threat Assessment) Team
- Provide timely follow up with other university departments and community agencies for resources
- Assist in collecting and evaluating facts pertaining to student cases
- Other duties as required.

Additional Information

Critical Personnel

The University has identified “critical personnel” who are required to report to work when classes are delayed, canceled or when the campus is closed. Critical personnel are employees designated to ensure the continuous operation of the University. These employees most often fall into the categories of law enforcement, facilities operations, housing, payroll, technical services and certain other support services. Critical personnel who fail to report to work at the designated time during adverse weather and other emergencies may be subject to disciplinary action and/or required to charge missed hours to leave or leave without pay.

Is this employee designated as critical personnel? Yes

Working Off-Campus

Under certain circumstances it may be beneficial or necessary for an employee to work outside the office/off- campus. These situations would need to be approved, in advance, by the Supervisor. There would be an expectation that the employee is completing work assignments and able to be reached, as needed, during normal work hours.

Does the function of the job lend itself to working outside the office/off-campus? Yes

Campus Security Authority

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (re-named the Clery Act in 1998), the UNC Asheville Police Department is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has “significant responsibility for student and campus activities.”

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Is this employee designated as a Campus Security Authority? Yes

NCAA Compliance

As a part of this position, some duties include involvement with student athletes in the UNC Asheville Athletics department including, but not limited to, responsibility for admission, certification of academic standing, evaluation of academic performance, and administration of financial aid for student-athletes.

The employee in this position is charged with knowledge of, and shall conduct himself/herself and the University's intercollegiate athletics program in accordance with all rules, policies, and regulations that apply to or regulate the University's athletics program. These include, but are not limited to, the constitution and bylaws of any athletic conference of which the University is a member, the requirements of the NCAA, all policies and procedures of The Board of Governors of the University of North Carolina, and all policies and procedures of the University of North Carolina at Asheville. Any violation by the employee of the rules, policies, or regulations of the University, the Conference, or the NCAA shall be a violation, and the employee shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment.

Is this employee designated as responsible for NCAA Compliance? No

Programs and Activities Involving Minors on Campus

All individuals who work and/or volunteer as part of a University-sponsored program, activity or summer camp covered by the "Programs and Activities Involving Minors on Campus Policy" that involves direct participation with pre-college age minors are required to have a satisfactory criminal background check at the time of hire and at least once every three years thereafter according to UNC Asheville's Background Check Policy.

Does this position require direct participation with minors? Yes

Work Location

Has office space/location been identified for this position? Yes
Building/Office Number Governor's Hall/283

ADA Checklist – Job Functions

Environmental Conditions Inside work environment, Confined/restricted spaces

Mental Functions Analyzing (examine, test data, present alternative actions), Comparing (compare/contrast data, people, things), Copying (entering, posting, transcribing data), Computing (math calculations or carrying out formula operations), Compiling (gathering, classifying, evaluating data, people, things), Deciding (choose, commit to a course of action, conclude, resolve, solve), Learning

(acquire, retain, and apply new information, knowledge, skills), Synthesizing (combine data, concepts, interpretations), Teaching (impart knowledge or skill, facilitate or guide critical thinking, stimulate interest in the subject, motivate/inspire students to learn)

Sensory Functions

Hearing (receive details through oral communication, make fine differences in sound with other sound interference, e.g. running machines, other people), Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly), Depth perception (3 dimensional vision, judge distances, space), Far acuity (more than 20 inches when day and night/dark conditions are essential), Field of vision (up-down and right-left), Color vision (distinguish colors), Near acuity (at 20 inches or less when minute accuracy is essential)

Working Conditions and Physical Demands

Carrying/Lifting/Pulling/Pushing/Maneuvering up to 20 pounds, Fingering/Grasping/Pulling, Standing/Climbing/Mobility, Overtime/additional hours (nights, weekends, holidays, shift-work), Travel

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

New title	Educational Innovation and Engagement Coordinator
Job summary	<p>The Educational Innovation and Engagement Coordinator is responsible for the development, coordination, and administration of programming relevant to the UNCA Department of Education’s mission of preparing highly qualified teachers who will contribute to the teaching profession and who will positively impact students in the public school system. The Educational Innovation and Engagement Coordinator is charged with establishing and nurturing education and community partnerships in strategic ways, and designing programs and initiatives that deepen the relationships between the University and the Asheville community, including K-12 schools and non-profit organizations. This includes designing, building, and implementing professional development, lectures, exhibits, curriculum, and/or other educational experiences. Paramount to the Coordinator’s work is development of inclusive and innovative instructional approaches and diversification of curricular and course content grounded in the North Carolina Standard Course of Study and North Carolina Professional Teaching Standards, especially Standards Two and Four.</p> <p>Charged with educational innovation, the Coordinator will also support the educational technology needs of the education department by conducting faculty, staff and student training in technology, teaching a K-12 Instructional Technology course, and updating the UNCA Education Department website and/or social media.</p> <p>The Educational Innovation and Engagement Coordinator partners with the University’s Advancement Office to raise funds, through grants, sponsorships, and individual donations, for projects, programs, and educational opportunities.</p>
Qualifications	<ul style="list-style-type: none"> ● Master’s or above in Educational Media or Instructional Technology ● Holds NC Teaching Licensure ● At least 5 years of classroom experience in the K-12 setting
Responsibilities and duties	<p>Engagement & Outreach:</p> <ul style="list-style-type: none"> ● Support, promote and collaborate on campus and community initiatives that advance the Department of Education’s goals related to strong partnerships and readily available educational resources. Outreach will include resources that: <ul style="list-style-type: none"> ○ Foster broad perspectives for educators, aligned to the NC Professional Teaching Standards; ○ Promote critical thinking, creativity, innovation and a sense of belonging; ○ Consider the whole child and meet the learning needs of all students; and ○ Guide students using active inquiry to become effective and productive citizens in the 21st century. ● Works effectively with students, faculty, staff and community members to implement programs, share resources, and develop new

partnerships to support and promote the Department of Education, specifically with the Department's University School Teacher Education Partnership ([USTEP](#)) and its Professional Development subcommittee.

- Participates in fundraising, with support from University Advancement, to obtain grants, sponsorships, and individual donations.
- Oversees annual budget development designated for Educational Innovation and Outreach, aligning departmental goals and strategic planning, managing expenses, and revenues to ensure fiscal health.
- Serve on departmental and university committees as appropriate (ie. Assessment committee, USTEP, University School Teacher Education Council ([USTEC](#)), including UNC Asheville, General Administration, NC DPI, and NCACTE committees relevant to curricular applications of educational technology in the education department and outreach

Instructional Technology:

- Teach EDUC 211 and other appropriate courses (*no more than 6 hrs total per semester*)
- Support the essential work of the University and the Education Department by developing curricular content and teaching.
- The Coordinator will support all teacher candidates with edTPA submission (video compressing, edTPA upload process, etc.).
- Collaborate with Education Department faculty in seeking additional funding to enhance the instructional technology efforts for the department.
- Work with the department chair to plan, create, and implement their vision for technology within the department including any changes that may take place, (ie. department redesign, addition of major, addition of licensure area, or external responses)
- Provide ongoing training and support to faculty, staff, students, and public schools; coordinate the integration of technology into education courses.
- Serve as a liaison with the university ITS department.
- Help maintain official department website and re-establish social media for outreach purposes
- Support technology requirement for departmental reporting (ie accreditation, etc), department assessment process (ie Anthology), and EPP Assessment Committee
- Monitor individual faculty and staff instructional technology needs for course and instructional re-vision and alignment.
- Participate in local, state, and national conferences on instructional technology as possible.

Licensure Support:

- Assists the department and department chair (shared responsibility) with licensure and accreditation responsibilities by:
 - Reporting student and departmental data to the NC Department of Public Instruction, NC General Administration, CAEP, and other required entities
 - Representing UNC Asheville's Department of Education at

	<p>state-level licensure meetings</p> <ul style="list-style-type: none">○ Reviewing and validating licensure data for UNC Asheville's Office of Institutional Research and Effectiveness○ Assisting with the preparation of required materials, reports, and meetings related to CAEP and state program approval visits and activities (with each faculty member to be assigned a different CAEP standard)○ Collecting and analyzing student and departmental data for reports to the NC Department of Public Instruction, NC General Administration, CAEP, and other required entities (responsibility shared with Chair and staff members)○ Evaluating teacher candidates at each decision point regarding licensure requirements and obtaining additional data as needed from candidates, faculty, the university, and public school partners (responsibility shared with Chair and Education Advisory Committee)○ Processing all candidate contracts (responsibility shared with Chair and faculty members who serve as licensure coordinators)○ Updating and creating information for placement on the departmental webpage related to licensure, state program approval, and CAEP accreditation (share with staff webmaster)
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