



MEMORANDUM

Date: November 15, 2021

To: Minnesota State Faculty

From: Catherine Ford, Program Director for Educational Development
Tarrence Robertson, Project Director for Diversity, Equity & Inclusion

Subject: Call for Equity and Inclusion Coordinator, Network for Educational Development

In collaboration, Educational Innovations and the Office of Equity and Inclusion are seeking to identify one Equity and Inclusion Coordinator to join two current Network for Educational Development (NED) Equity & Inclusion Coordinators to assist in aligning educational development opportunities for faculty within the Network for Educational Development and the Office of Equity and Inclusion to support and advance Equity by Design and related equity and inclusion efforts.

The deadline for nominations or expressions of interest is **Friday, December 17, 2021 by 12:00 p.m.**

Eligible candidates must currently hold a position in a Minnesota State college or university. This assignment provides a credit release for 50% time during the academic year in addition to 3 credits distributed over the summer terms. This is a 3-year, annually renewed special assignment.

Expressions of interest should be accompanied by 1) a letter of interest identifying areas of expertise and how you would contribute to and support ongoing work of the NED and Equity by Design and 2) a resume or curriculum vitae. In addition, candidates must submit 3) the attached form (Appendix A) with signatures from their immediate supervisor (i.e. dean) and Senior Academic Officer affirming support of this special assignment if selected.

Email all materials to Catherine Ford, Program Director for Educational Development, at Catherine.Ford@Minnstate.edu.

The coordinator will work from their current location of employment and at times may be asked to meet at the system office.



Educational Innovations and Office of Equity and Inclusion Call for Interested Partner

Position: Equity and Inclusion Coordinator, Network for Educational Development (NED)

Responsibilities

1. Coordinate with staff members from Educational Innovations and the Office of Equity and Inclusion to align educational development opportunities that support and advance Minnesota State equity and inclusion efforts (i.e. NED and Equity by Design).
2. Develop and implement a plan for a comprehensive set of development opportunities to help faculty members build knowledge, skills, and abilities related to equity and inclusion efforts:
 - Continually grow as evidenced based educators through reflective practice
 - Design, implement, and assess student centered curriculum and instruction
 - Grow as educators and scholars in collaboration and community with colleagues.
2. Using an equity and anti-racist mindset, examine existing development opportunities available through the Network of Educational Development and provide suggestions on ways to advance cultural fluency.
3. Serve as a resource for educational development to campuses participating in Equity by Design.
4. Work closely with the Program Director for Educational Development, other Educational Innovations, and Office of Equity and Inclusion staff to identify, update, and develop system office resources web presence, primarily with the identification of critical faculty and staff resources.
5. Deliverables/Assessment

Criteria for Consideration

1. Currently a faculty member at a Minnesota State college or university
2. Demonstrated teaching and learning experience with issues of equity, diversity, and inclusion
3. Demonstrated understanding of frameworks that would advance an anti-racist approach to educational opportunities for faculty
4. Strong communication and community building skills
5. Experience working/collaborating with people from a variety of culturally diverse backgrounds
6. Background in social justice, race/ethnic studies, or related field preferred



Compensation

15 total release credits: 6 credits – fall; 6 credits – spring; 3 credits – summer (summer 1: 1 credit, summer 2: 2 credits)

Length of Appointment

July 2022 – June 2023

3-year appointment, annually renewed

Timeline

Submission Deadline	December 17, 2021
Submission Review	No later than January 21, 2022
Interviews	No later than January 28, 2022
Announcement	February 4, 2022

Questions

If you have questions regarding this opportunity, feel free to contact Catherine Ford (Catherine.Ford@minnstate.edu) or Tarrence Robertson (Tarrence.roberston@minnstate.edu).



Appendix A

Institutional Commitment from Senior Academic Officer(s)

Institution	
Faculty Applicant Name	Title
SAO Name and Title	Email, phone
Immediate Supervisor Name and Title	Email, phone
<p>Responsibilities</p> <ol style="list-style-type: none"> 1. Coordinate with staff members from Educational Innovations and the Office of Equity and Inclusion to align educational development opportunities that support and advance Minnesota State equity and inclusion efforts (i.e. NED and Equity by Design). 2. Develop and implement a plan for a comprehensive set of development opportunities to help faculty members build knowledge, skills, and abilities related to equity and inclusion efforts: <ul style="list-style-type: none"> • Continually grow as evidenced based educators through reflective practice • Design, implement, and assess student centered curriculum and instruction • Grow as educators and scholars in collaboration and community with colleagues. 3. Using an equity and anti-racist mindset, examine existing development opportunities available through the Network of Educational Development and provide suggestions on ways to advance cultural fluency. 4. Serve as a resource for educational development to campuses participating in Equity by Design. 5. Work closely with the Program Director for Educational Development, other Educational Innovations, and Office of Equity and Inclusion staff to identify, update, and develop system office resources web presence, primarily with the identification of critical faculty and staff resources. 6. Deliverables/Assessment 	
Signature of Faculty Member	Date
Signature of Senior Academic Officer	Date