The Committee on Faculty Status met on Friday, October 2, to consider the proposal that Dr. Sylvia Gale, the new Associate Director of the Bonner Center for Civic Engagement, be granted faculty status. After examining her curriculum vitae and the position description, we decided that she meets the criteria for faculty status as set forth in our committee guidelines.

We accordingly recommend that Dr. Gale be granted faculty status and that the university faculty endorse this recommendation at its next meeting.

Please let me know if you have any questions or would like me to attend the meeting to address this matter.
University of Richmond

Position Description

Position Title: Associate Director, Bonner Center for Civic Engagement

Depart/Unit: Academic Affairs

Reports to: Executive Director, CCE

FLSA Status: Exempt

POSITION SUMMARY: (Summarize the general purpose of this position. This statement should give a brief overview of the basic purpose of the position.)

The Associate Director advances the mission of the CCE by working with faculty, staff, students and community partners to create opportunities for learning and academically grounded action around civic/social issues in Richmond and beyond. The Associate Director supports educationally grounded experiential learning; designs innovative, educational programs; coordinates with constituencies across campus to bolster efforts to address community problems; works with community partners to assess community needs; and leads and manages a dynamic staff and daily operations at the CCE.

JOB DUTIES/RESPONSIBILITIES: (Generally 6 -12 items, include annual % of time typically spent performing each duty. Combine those duties with individual % of less than 5%. Total percentage = 100%. Be concise but clearly outline the basic components of the position conveying the scope and complexity of the assigned responsibilities as well as the level of assigned authority.)

Management and Leadership

Manages and leads several CCE staff with oversight over communications, publicity, community relations outreach, the Build It program, community-based learning, service, and events

Coordinates staff across CCE programs and the University to promote collaboration, efficiency, and consistent responses to community partners seeking to engage the University in community engagement efforts

Designs and coordinates effective systems for tracking community partnerships, requests, and responses, within the CCE and in concert with other units on campus

Evaluates, proposes, and manages CCE policies and procedures as needed to ensure best practices in community engagement efforts across CCE programs

Oversees management of publicity and communications to ensure clear and consistent messaging

Oversees daily operations of the CCE in conjunction with the Executive Director

Effective March 2008
Administration and Programs

Conducts research and asset mapping to determine community-identified needs on a regular basis and in conjunction with the strategic plan and in collaboration with community partners

Works with CCE staff and faculty and staff across campus to connect UR students, faculty and staff’s talents, learning, and research to community-identified needs

Coordinates outreach efforts with the Modlin Center, Athletics, Jepson School, Arts & Sciences, the Law School, the Business School, and SCS to provide coordinated opportunities to reach out to partners in the greater Richmond region

Designs and facilitates academically grounded initiatives for students

Plans and manages the CCE brown bag series and other educational programs

Meets regularly and advises students looking for service, community-based learning, and community-based research opportunities

Meet with UR staff to promote and support their community engagement activities

Presents on civic engagement and social responsibility in courses at UR and in the community

Works with students, faculty and staff to encourage and support research, curricular, and co-curricular exploration of civic and social issues locally, nationally, and internationally

Coordinates with faculty, staff and administrators across campus who have responsibilities related to community-based research and community engagement

Works with Executive Director on planning, implementation, and assessment

Meets regularly with community partners to forge and strengthen partnerships and identify community needs

Academic Outreach

Teaches courses in her/his field of expertise related to the CCE’s mission

Researches and writes scholarship for community and academic audiences on topics related to the CCE’s mission and work

CONTACTS: (List those individuals or groups, outside the normal work group, the position regularly interfaces with and the purpose of that contact. Ex: Potential donors – to solicit donations.)

Faculty members—to promote and support community-based learning and civic engagement

WILL, Common Ground, Athletics, Modlin Center, International Education, Richmond College and Westhampton College Deans, Jepson, Law, SCS, Business, and Arts & Sciences staff, and
HR—to coordinate and integrate community engagement efforts across campus in conjunction with the strategic plan

UR staff—to support their community engagement efforts

Students—to advise, support and promote community engagement as part of their curricular and co-curricular learning

Community and non-profit leaders—to forge and strengthen partnerships and to promote the mission of the CCE

Institutional Effectiveness staff and community partners—to work on assessment of UR’s community efforts, UR’s community impact, and the metro Richmond’ community’s needs and assets

SUPERVISION EXERCISED: (Identify the type of supervisory responsibility that is expected from this position. (See instructions for definitions.)

Motivate, lead, and supervise staff including the Community Initiatives and Program Manager, Community-Based Learning Program Manager, Student Events and Outreach Coordinator and Community Relations Director

WORKING CONDITIONS/PHYSICAL EFFORT: (Identify the working conditions and physical demands which relate to the job duties/responsibilities of the position.)

QUALIFICATIONS:

(List specific knowledge, skills, abilities, education and/or experience that would be required for entry into the position in each category shown below.)

Knowledge, skills & ability: (Ex: Entry level knowledge of accounts payable processes; Skill in the operation of carpentry hand and power tools; Ability to read, interpret, and apply policies and procedures.)

Strong oral and written communication skills and ability to communicate effectively with diverse audiences

Ability to lead, motivate and supervise staff with a focus on professional development

Knowledge of higher education administration

Knowledge of the role of civic education in higher education

Managerial experience

Ability to clearly communicate the mission and core activities of the CCE to broad constituencies on campus and in the wider community

Ability to build strong relationships with faculty, students and staff as well as leaders of community organizations

Organizational skills to plan and oversee programming, assessments, and planning

College teaching experience

Effective March 2008
Research experience in academic field related to the CCE’s mission

Ability to help write grants and cultivate external funding

Ability to critically review and implement policies and procedures

Academic and practical understanding of contemporary civic and social issues in national and local contexts

Working knowledge of experiential education, community-based research and service learning

Collaborative work style

Education & experience: (List the specific education, years and type of experience required for entry into the position. Ex: High school graduation and 5 years of experience in providing administrative support function in and office setting.)

This is a 12-month full time administrative position. Faculty status may be awarded to a qualified candidate.

A doctorate, ABD, or appropriate terminal degree

Three to five years experience in higher education with preference given to work in administration and civic education