

# POSITION PROFILE

SUNY Upstate Medical University  
Institutional Equity Officer and Title IX Coordinator



**UPSTATE**  
MEDICAL UNIVERSITY

# THE ORGANIZATION



## SUNY UPSTATE MEDICAL UNIVERSITY

SUNY Upstate Medical University in Syracuse, NY, is the only academic medical center in Central New York. It is also the region's largest employer with a workforce of more than 11,000 employees. Beyond the main campus, Upstate provides clinical care through satellite sites and the use of telemedicine to meet the care needs of rural communities across the Central New York region.

Affiliated with the State University of New York, Upstate's mission is to improve the health of the community through education, biomedical research and health care. Upstate Medical University's

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educational mission is anchored by its four colleges—Medicine, Nursing, Health Professions and Graduate Studies (biomedical sciences). Since 2006, student enrollment has grown by 30% as Upstate responds to the needs of the region.

As a biomedical research enterprise, Upstate focuses on the most prevalent human diseases, including cancer, diabetes, heart disease, nervous system disorders, vision, and infectious diseases. The quest for treatments and cures is built upon expertise in structural, molecular and systems biology. Upstate also offers many clinical trials for patients.

The Upstate University Health System serves 1.8 million people, often the most seriously ill and injured, and includes Upstate University Hospital; Upstate University Hospital at Community Campus; Upstate Golisano Children's Hospital, and numerous satellite sites.

SUNY Upstate Medical University traces its origins to 1834 with the opening of one of the nation's first medical schools in Geneva, NY. Geneva Medical College was the first American medical school to award an MD degree to a woman, Dr. Elizabeth Blackwell, in 1849. Syracuse University took over the Geneva Medical College in 1871 and renamed it the College of Medicine at Syracuse University. Dr. Sarah Loguen Fraser graduated from the Syracuse University College of Medicine in 1876, becoming the fourth African American woman in the United States to receive an MD degree. In 1936, President Franklin D. Roosevelt laid the cornerstone of Weiskotten Hall, now the main biomedical sciences building and the home of the Colleges of Medicine and Graduate Studies. In 1950, the State University of New York bought the College of Medicine from Syracuse University and soon after named the new institution the SUNY Upstate Medical Center. The university expanded to include four colleges: Medicine, Graduate Studies, Nursing, and Health Professions.

After a name change to SUNY Health Science Center at Syracuse in the mid -1980s, the institution returned to the familiar name SUNY Upstate, but emphasizing its university structure, to become SUNY Upstate Medical University in 2000. In December 2021, the College of Medicine was renamed the Alan and Marlene Norton College of Medicine at Upstate Medical University, in recognition of a generous estate gift provided by Dr. and Ms. Norton. The College has an inspiring vision: Norton College of Medicine and its graduates will transform and improve healthcare for all by combining medical science inquiry, research and innovation, dedication to social justice, and compassionate care.

Today, SUNY Upstate Medical University is one of four academic medical centers of the State University of New York. SUNY Upstate has an annual budget of more than \$2.5B. More than 11,000 people work at SUNY Upstate, which is the largest employer in Central New York. Each year, SUNY Upstate educates nearly 1,600 students in more than 30 highly specialized upper division and graduate programs (including the Colleges of Medicine, Nursing, Graduate Studies, and Health Professions) and provides graduate medical education to approximately 700 residents and fellows.

As a clinical system, SUNY Upstate sees patients at its two hospital campuses and through an extensive network of outpatient sites. There are 19 clinical departments, five basic science departments, and two academic departments. SUNY Upstate conducts over \$40 million in annual funded research dedicated to improving human health.





# THE STATE UNIVERSITY OF NEW YORK (SUNY)

## SYSTEM OVERVIEW

Upstate Medical University is part of The State University of New York (SUNY), the largest comprehensive system of public higher education in the United States, with 64 campuses spread across the state, including research universities, academic medical centers, liberal arts colleges, community colleges, colleges of technology, and an online learning network. Ninety-three percent of New Yorkers live within 15 miles of a SUNY campus, and nearly 100 percent live within 30 miles. With over 7,000 degree and certificate programs, SUNY serves nearly 1.3 million students in credit-bearing courses and programs, and another 2.5 million through continuing education and community outreach programs. SUNY students and faculty across the state make significant contributions to research and discovery, resulting in \$921M of externally sponsored activity each year. SUNY's campuses are amongst the state's largest employers, with over 85,000 employees, and the University contributes approximately \$30 billion to the New York State economy annually. Nearly three million SUNY alumni are located around the globe, each making their own unique impact.

SUNY is committed to being a major driver of academic excellence and economic revitalization in New York State. SUNY partners with initiatives of the Governor's office, such as START-UP NY, an innovative policy initiative which allows for the establishment of tax-free zones on or near SUNY campuses. These zones support the development of start-up companies, attract new businesses, and help advance the academic mission of SUNY institutions.

SUNY Health encompasses four academic health centers, five hospitals, four medical schools, two dental schools, the state's only college of optometry, and 25 other campuses dedicated to health professions and services. Together, SUNY Health graduates more than 10,000 health professionals every year, including one of every three medical school graduates, one of every three nursing graduates, and one of every five dentists in the state. Collectively, SUNY Health serves more than 1.3 million patients a year and produces groundbreaking biomedical and health sciences research and innovation. SUNY Health plays a critical role in creating the future of healthcare and medicine in New York State, across the country, and around the world.





## UPSTATE UNIVERSITY HOSPITAL

### HOSPITAL OVERVIEW

Upstate University Hospital in Syracuse is part of SUNY Upstate Medical University, the only academic medical center in Central New York. Academic medical centers are built around medical schools and research missions. As a medical enterprise, SUNY Upstate serves 1.8 million people, covering one-third of the state's land mass. University Hospital in Syracuse is the hub of SUNY Upstate's clinical activities. Approximately half of the 11,000+ employee workforce is connected to patient care.

Upstate University Hospital has two campuses: the main hospital downtown and its Community Campus on the west side of Syracuse. The Upstate Golisano Children's Hospital is the signature piece of the downtown hospital's East Tower and offers a full spectrum of primary and specialized medical care for pediatric patients. Upstate also has a dedicated cancer center and a network of outpatient clinical sites, both adjacent to campus and throughout the region. Recent projects include a new outpatient facility in the western suburbs that opened in 2019, a new building on the downtown campus that opened in 2023 and is dedicated to primary care services, and a new outpatient center in the eastern suburbs that opened in 2023.

Upstate University Hospital has 735 licensed inpatient beds, nearly 80 hospital-based specialty clinics, and nearly 50 medical residency programs with approximately 600 residents and fellows. It is a Level-I trauma center and offers the Golisano Children's Hospital, the region's only children's hospital and the only Pediatric ICU and Emergency Department. Upstate University Hospital's centers of excellence include leading programs in trauma care, stroke, burn care, hip and knee replacement, diabetes, epilepsy, Alzheimer's disease, and Lupus, Autoimmunity, Inflammation, and Immune Health.



## Key Statistics

### Upstate University Hospital

Total Outpatient Encounters (2022): **1,048,733**

Peds: **193,553**

Adult: **855,180**

Outpatient OR Cases: **8,931**

Total Inpatient admissions (2022): **25,943**

Peds: **4,512**

Adult: **21,431**

Inpatient OR Cases: **8,734**

Total Emergency visits (2022): **109,414**

Peds: **31,737**

Adult: **77,677**

## The Community

### *Syracuse, New York*

The City of Syracuse, with a population of 148,620 (2020 census), is the county seat of Onondaga County which, together with surrounding communities, has a metropolitan area population of 662,057 (2020 census). Syracuse is the economic and educational hub of Central New York, a region with over one million inhabitants.

The city has functioned as a major crossroads over the last two centuries, first between the Erie Canal and its branch canals, then of the railway network. Today, Syracuse is located at the intersection of Interstates 81 and 90. Its airport, Syracuse Hancock International Airport, is the largest in the region and is served by several major air carriers that provide non-stop service to over 25 major cities across

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the US. Syracuse is also home to Syracuse University, a top-tier R1 research university located adjacent to the campus of SUNY Upstate on University Hill.

Cultural activities include the Syracuse Opera, Syracuse Stage, touring Broadway shows, the Skaneateles Music Festival, the Everson Museum, Friends of Chamber Music Series, the Gifford Author Series, and activities at nearby colleges and universities. Sporting events abound with Syracuse University, Le Moyne College, the Syracuse Mets, a triple A baseball farm team for the NY Mets, and the Syracuse Crunch, an American Hockey League team which is the minor league affiliate of the World Champion Tampa Bay Lightning.

Recreational attractions for Central New York include the Finger Lakes, Lake Ontario, the Thousand Islands, and the Adirondack Mountains, all within an hour's drive from the city. These areas offer unique opportunities for camping, swimming, boating, fishing, hunting, and biking. Many state parks and smaller lakes are close to Syracuse, and there are numerous golf courses.

Central New York is a haven for enthusiasts of winter as well as summer sports. Downhill and cross-country skiing and night skiing areas are within easy driving distance. Skating, tobogganing, snowmobiling, ice fishing, and ice boating are also popular. Syracuse is within a 4½-hour drive of New York City, Philadelphia, Ottawa, Toronto, and Montreal, and less than a day's drive from Washington DC, Baltimore, Boston, Cleveland, Vermont, New Hampshire, Connecticut, and Maine.



In addition to summer and winter outdoor sporting attractions, Syracuse is notable for its proximity to New York's Finger Lakes Wine District, which is famous for its wineries and for aviation attractions, auto racing (Watkins Glen International), cultural centers and museums, and numerous farms and markets. The overall quality of life in the Syracuse area is exceptional. The cost of living in the area is low and housing is affordable. Commuting from suburban residential communities is easily managed. Downtown living provides easy access to many excellent restaurants and cultural attractions.

Driving time from rural areas and the countryside is less than thirty minutes. The presence of many premier, nationally known colleges and universities across Upstate New York contributes to the vitality of the region. Scientific interactions, conferences, and study groups occur throughout the region. Public schools, in a community that is culturally and ethnically diverse, are rated as excellent, and there are exceptional private and parochial schools.



## **Diversity at SUNY Upstate Medical University**

SUNY Upstate Medical University's Office of Diversity, Equity, and Inclusion is committed to the principles of equal employment opportunity, affirmative action, diversity, inclusion, and belonging. Our mission is to ensure a campus environment that respects and values the diversity of all who work, learn and receive care here.

Upstate has a long history of inclusion in which we celebrate and pay tribute to Dr. Elizabeth Blackwell as the first woman to receive an M.D. degree from an American medical school, and to Dr. Sarah Loguen

Fraser, who grew up in Syracuse and went on to become one of the nation's first African American women physicians.

In today's world, we recognize that a diverse and inclusive workforce challenges us to think and behave in different and creative ways, and brings out the best in everyone as we work together to achieve our mission of providing excellent education, research, healthcare and outreach.

We are working hard to ensure that our workplace is diverse and inclusive, one that is welcoming of new ideas, different backgrounds, perspectives, talents and abilities—one that treats all with dignity and respect and embraces diversity.







*Dr. Mantosh Dewan,  
President of Upstate Medical  
University*

Dr. Dewan currently serves as president of Upstate Medical University. He is a SUNY Distinguished Service Professor in the Department of Psychiatry. He is former chair of the department and has also served as director of Undergraduate Education and director of Residency Training. He was interim dean of the College of Medicine.

Throughout his career, which began at Upstate Medical in 1979 as an assistant professor of psychiatry, he has written 35 books and book chapters and 75 papers, and given hundreds of presentations on topics that range from brain imaging and economics of mental health care to psychotherapy and medical education. His work has been funded by grants from the National Institute of Mental Health and the Health Resources and Services Administration.

Dr. Dewan has an active clinical practice and is listed in The Best Doctors in America. He is a Distinguished Life Fellow of the American Psychiatric Association and

has received the Scientific Achievement Award from the Indo-American Psychiatrists Association, the Exemplary Psychiatrist Award from the National Alliance for the Mentally Ill, the 2010 George Tarjan Award from the American Psychiatric Association, and designated an "Exemplary Chair" by SUNY in 2011.

He holds a doctor of medicine from University of Bombay (currently Mumbai University). Dr. Dewan conducted his residency at University Hospital, SUNY Health Science Center in Syracuse.



# REPORTING RELATIONSHIP

The Institutional Equity Officer and Title IX Coordinator is the leader of SUNY Upstate's Office of Institutional Equity and reports directly to the President, with the expectation of frequent planning, coordination and communication with Human Resources, the Office of General Counsel, the Office of Diversity, Equity and Inclusion, and other offices as necessary.

# THE OPPORTUNITY

The Institutional Equity Officer and Title IX Coordinator will be the leader of the Office of Institutional Equity and will supervise all investigators and staff within that office. Reporting to the President of SUNY Upstate Medical University, the Institutional Equity Officer and Title IX Coordinator has primary responsibility for the prompt, impartial and thorough investigation of allegations of discrimination, harassment, and retaliation in violation of University policy, including claims of discrimination and/or harassment on the basis of race, color, national origin, religion, age, disability, sex, gender, pregnancy, gender identity, gender expression, sexual orientation, transgender status, predisposing genetic characteristics, citizenship, marital status, familial status, veteran status, military status, domestic violence victim status, criminal conviction record, or any other class protected under state, federal, and local law, as well as complaints of retaliation. The Institutional Equity Officer and Title IX Coordinator is also responsible for making recommendations as to appropriate actions that SUNY Upstate should take to ensure a work, patient care, and educational environment that is free from discrimination, harassment and/or retaliation. The Institutional Equity Officer and Title IX Coordinator is responsible for implementing and updating SUNY Upstate's policies and procedures to be in compliance federal and state anti-discrimination laws, including Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act of 1972, the Violence Against Women Act Reauthorization of 2022 (VAWA), the Jeanne Clery Act of 1990 (Clery Act), the Age Discrimination in Employment Act (ADEA), the Pregnant Workers Fairness Act (PWFA), and other federal and state anti-discrimination laws, regulations, and requirements. The Institutional Equity Office and Title IX Coordinator is also responsible for ensuring compliance with mandatory training requirements for students, staff, and faculty in the areas of sexual harassment prevention; providing training across campus as needed in the areas of discrimination and harassment prevention; staying up to date on changes in laws/regulations pertaining to discrimination and harassment and updating University partners as appropriate; ensuring compliance with relevant annual federal and state reporting requirements; among other related duties.



## LOCATION

Syracuse, New York

## THE ROLE

### KEY RESPONSIBILITIES

- Oversees the Office of Institutional Equity, to which reports of discrimination, harassment and retaliation are brought at the University, including supervision of investigatory and other staff members.
- Oversees the University's investigations of and response to complaints of discrimination, harassment and retaliation, ensuring their prompt and equitable resolution and a fair and impartial process for all University community members.
- Provides information to the University community about University policies and procedures applicable to Institutional Equity and Title IX. Also provides information to University community about campus and community resources available.
- Assists University hospital in its efforts to ensure appropriate access, equity and treatment for all patients, family members and visitors.
- Fosters a climate that is supportive and respectful of all students. Addresses student issues and facilitates supportive measures for victims, complainants, and respondents so that academic and professional pursuits may continue unimpeded.
- Collaborates with University partners to develop and implement interim measures and final resolutions in response to discrimination, harassment and retaliation complaints, which balance the needs of the individuals involved with those of the larger University community.
- Writes and oversees the work of others with respect to the writing of investigative reports.
- Maintains a thorough and well-documented investigative process by gathering and documenting evidentiary material in accordance with Upstate's Internal Complaint Process and Procedure.
- Oversees a database (Maxient) that maintains records to ensure that patterns of behavior are identified. Ensures investigation findings are communicated appropriately to leadership, supervisors, and other entities when necessary to prevent further discrimination from occurring.
- Coordinates and conducts training to educate University community on what the Office of Institutional Equity is and does, and the need for internal complaints to be made to that Office.

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- Keeps University EO and anti-discrimination, harassment, sexual harassment prevention/Title IX, and related policies up to date, and consult on other Upstate policies as appropriate.
- Attends University meetings as needed.
- Assists in ensuring compliance with all applicable laws, rules, regulations, collective bargaining agreements, policies relating to discrimination and harassment and assists in advising as to necessary steps supervisors and managers can take to minimize the University's risk of liability under relevant laws in this area.
- Keeps apprised of changes in applicable laws, rules, regulations, collective bargaining agreements, policies, as well as new developments and best practices, relating to discrimination, harassment and investigations of claims in those areas.

## THE CANDIDATE

### EDUCATION / CERTIFICATIONS

- Bachelor's degree with seven or more years of investigation or comparable relevant experience required. Juris Doctor preferred.

### SKILLS, KNOWLEDGE, AND EXPERIENCE

- Strong written, verbal, and interpersonal communication skills, including the ability to communicate directly with and make recommendations to Upper Management/Leadership.
- A record of accomplishment of progressively increasing supervisory duties over lower-level staff and/or investigatory staff.
- Experience handling all stages of investigations, from intake, to assessing preliminary obligations, to issuing findings, in a prompt, effective, and unbiased manner.
- Working knowledge of current federal, state, and local civil rights, anti-discrimination and harassment laws.
- Ability to manage multiple projects and/or investigations simultaneously in a timely and efficient manner.
- Ability to work independently and make decisions with little or no oversight.



- Ability to work collaboratively with departments across the University while maintaining positive, effective working relationships.
- The ability to maintain confidentiality/privacy and have discretion in information sharing.
- Excellent written and verbal communications skills, as well as attention to detail and strong organizational skills.
- Demonstrated ability to exercise discretion, superior judgment and analytical skills and neutrality in highly sensitive situations, such as those involving allegations of discrimination and Title IX policy violations, including investigations of alleged sexual assault, sexual harassment, stalking and relationship or domestic violence.

#### ***Preferred***

- Experience overseeing investigations.
- Experience managing, developing, and implementing training programs on harassment or discrimination in employment or education.
- Experience in overseeing and managing timely implementation of training and actions in response to findings of harassment and discrimination.
- Experience in creating and/or updating policies relating to harassment and/or discrimination.
- Experience with trauma informed interview techniques. Experience in Title IX and Violence Against Women Act (VAWA) compliance.
- Experience working in a University, Academic Medical Center, or hospital setting.

## **DIRECTOR LEVEL CORE COMPETENCIES**

#### **Service:**

- Represents SUNY Upstate Medical University in a positive manner focusing on our Core Values which Drive Innovation & Discovery, Respect People, Serve our Community, Value Integrity, and embrace Diversity and Inclusion.

#### **Safety & Quality:**

- Contributes to the overall organization's process improvement activities. Demonstrates critical thinking skills in identifying and analyzing problems and recommending solutions.
- Reviews, collaborates and provides feedback to departmental performance improvement initiatives.
- Ensures the collection of departmental data on a monthly basis and address outliers. Analyzes data to drive problem solving and process improvement activities. Collaborates with others regarding departmental and system wide problem solving.



- Shares learned knowledge with the rest of the organization.

**People:**

- Actively participates and encourages staff to participate in community and/or organizational events that represent University Hospital.
- Actively participates in committees not necessarily related to their specific area of practice.
- Provides leadership with the development of educational activities for the Unit/Department.
- Promotes a culture that values educational initiatives and demonstrates a commitment to staff participation.
- Takes an active role in personal and professional development. Completes mandatory education requirements within designated time frame.
- Establishes and maintains a communication plan for the department. Demonstrates self-awareness of own communication style and adjusts to meet the needs of the situation.
- Communicates to all levels of staff through appropriate channels in a clear, timely and precise manner. Provides clear communication to staff regarding the mission, vision and goals of the University.
- Conducts regular departmental meetings and addresses the items outlines in the department's communication plan.
- Role models and fosters effective professional relationships with other departments.
- Solicits input from all major stakeholders regarding fiscal, quality, education and professional development issues.
- Encourages staff participation in problem solving and decision making.
- Oversees the development of policies and procedures for the department.
- Assists in the development of responses in relation to deficiency statements received from regulatory agencies.
- Monitors compliance with plans of correction.
- Keeps current on regulatory issues and trends affecting the department and employs strategies to meet changing standards in a prospective way.
- Uses ethical principles to guide decisions and actions. Recognizes the value of each individual within a diverse and multicultural environment. Treats others with respect and dignity. Supports the **Upstate Code of Conduct** and our **Mission, Vision and Values**.
- Demonstrates/models effective communication skills when interacting with customers, visitors, patients and co-workers. Gives and accepts constructive feedback. Welcomes and assists with orientation of new staff.





- Ensures practices and decisions coincide with contract, civil service and Upstate Human Resources procedures.

**Finance/Growth:**

- Demonstrates an efficient use of resources (labor, services, supplies/materials, communication/data and space).
- Manages the fiscal resources of assigned section(s).
- Manages purchases within department budget and ensures staff purchases meet applicable guidelines governing advertisement, competition and award.
- Manages workforce within department budget and control overtime to maximize value for effort.



## APPLICATION INFORMATION

Review of candidate materials will begin immediately and the ability to apply or nominate will continue until the position has been filled. The application information can be found at: [caldwell.thriveapp.ly/job/1138](https://caldwell.thriveapp.ly/job/1138). Applications should include a cover letter, resume, and the University's self-identification form.

The University has retained Caldwell Partners, a national executive search firm, to assist with this search. Please email confidential inquiries, nominations, or referrals to: [SUNYDOIE@Caldwell.com](mailto:SUNYDOIE@Caldwell.com).

## EEO STATEMENT

SUNY Upstate Medical University (SUNY Upstate) does not discriminate on the basis of race, color, national origin, religion, age, disability, sex, gender, pregnancy, gender identity, gender expression, sexual orientation, transgender status, predisposing genetic characteristics, citizenship, marital status, familial status, veteran status, military status, domestic violence victim status, criminal conviction record, or any other class protected under state, federal, and local law in the recruitment and employment of faculty and staff, in the recruitment of students, or in the operation of any of its programs or activities, as specified by law.

[SUNY Upstate's Nondiscrimination and Equal Opportunity Policy](#)



# CALDWELL CONTACTS

Our goal is to ensure you have a positive experience with our client, the SUNY Upstate Medical University Office of the President, as well as with our Caldwell team. Should you have any questions during this process, please feel free to contact us at [SUNYDOIE@Caldwell.com](mailto:SUNYDOIE@Caldwell.com) or at any of the emails below:

**KRISTIN HEBERT**

Managing Partner

o: +1 415 983 7733

m: +1 415 699 4460

[khebert@caldwell.com](mailto:khebert@caldwell.com)

**STEVEN PRICE**

Partner

o: +1 214 765-7845

m: +1 404 886 4959

[sprice@caldwell.com](mailto:sprice@caldwell.com)

**BEN ROCHESTER**

Associate

o: +1 629 777 9202

[brochester@caldwell.com](mailto:brochester@caldwell.com)

**KATHY FRY**

Project Coordinator

o: +1 415 983 7722

m: +1 510 853 2822

[kfry@caldwell.com](mailto:kfry@caldwell.com)

**JAN CHRISTENSEN**

Project Coordinator

o: +1 310 402 5703

m: +1 818 370 1348

[jchristensen@caldwell.com](mailto:jchristensen@caldwell.com)

[www.caldwellpartners.com](http://www.caldwellpartners.com)

