

CURRICULUM VITAE

Heather E. Burton, Ph.D.

QUALIFICATIONS SUMMARY

- A results-oriented professional with over twelve years of administrative and teaching experience in higher education
- Direct experience serving underrepresented populations of faculty, staff and students to include color, low income, and first generation
- Over ten years of experience collaborating and building partnerships within academia, public organizations/agencies and private sector entities
- Experienced in developing, implementing and evaluating programs directly related to recruitment and retention
- Effectively trained in dealing with issues of diversity and inclusion
- Strong organizational skills with the ability to work independently and/or in a team environment with over six years of supervisory experience
- Excellent written and oral communication skills with over twenty years of public speaking experience
- Proficient in Microsoft Office, People Soft Human Resources, PeopleSoft Financials, SpringBoard

CURRENT POSITIONS

HIGHER EDUCATION ADMINISTRATIVE EXPERIENCE

Director for National Science Foundation Institutions 2015-Present

Developing Excellence in Academic Leadership-National (IDEAL-N) and Partner Institutions Faculty and Student Development

Deputy Provost Office ▪ Case Western Reserve University ▪ Cleveland, OH

- Responsible for leading the day-to-day planning and implementation, overseeing all technical and administrative functions of the NSF Advance Institutions Developing Excellence in Academic Leadership—National (IDEAL-N), Academic Careers in Engineering and Science Summer Undergraduate Research Program (ACCESSURP), Northern Ohio Alliance Alliances for Graduate Education and Professoriate (NOA-AGEP) summer bridge projects and the Case/Fisk University Partnership.
- Responsible for building and maintaining a collaborative working relationship with six partner universities in the Northeast Ohio and Western Pennsylvania regions.
- Responsible for interacting with principal investigators and co-principal investigators, co-directors, team coaches, evaluators, participating faculty, and senior administrators (Presidents, Provosts, Vice Presidents) to integrate IDEAL-N academic learning community and atmosphere for inclusion of women and underrepresented minority groups into the partner institutions.

- Responsible for coordinating, planning and implementing an intensive hands-on 10-week ACES+ and NOA-AGEP summer research program for Science and Engineering underrepresented minority undergraduate students and NSF pipeline initiatives to attract students to pursue research in science or engineering as a career.
- Responsible for overseeing the logistics of the annual plenary programs including participant applications/registration, facilities, workshop arrangements, faculty mentor matching, and social activities.
- Directs the development and expansion of a partnership between CWRU and Fisk University to increase the number of underrepresented students in graduate programs and academia.
- Responsible for identifying research opportunities for student participation and coursework that is not offered at their particular institution and function as the faculty exchange liaison to find and disseminate research and teaching opportunities for exchanges and visits through networking prospects.
- Responsible for operating as an ambassador to CWRU faculty, staff and students to encourage and plan faculty and student seminar exchanges and collaborative research.
- Responsible for administering campus events with the exchange faculty including guest lectureships and/or an appearance as guest lecturers in class, any reception and/or meetings both on and off-campus.
- Oversee (3) annual project budgets of approximately \$250,000. Process and monitor expenditures and contract terms on a routine basis.
- Responsible for producing resources, including teaching materials, participant materials and web-based resources for leadership development programs to transform academic cultures and enhance equity and inclusion at partner universities.
- Responsible for designing and implementing education, diversity, research and mentoring programs for faculty and students with CWRU and partner institutions to improve participation, preparation, and success in STEM disciplines and education for entry into the academy and successful matriculation to positions of leadership.
- Responsible for implementing the program and coaching assessment surveys and assist in the evaluation, and annual reporting to NSF.
- Responsible for coordinating with key senior administrators at partner universities to select and support student participants, and collaborate with team coaches and faculty participants in developing and implementing institutional change projects.
- Responsible for producing reports, documents and articles of the (3) program successes as it relates to the diversity partnership and exchanges
- Oversee the work of graduate and undergraduate student employees.
- Direct the logistics of the summer undergraduate research program and IDEAL-N advisory board meetings.

HIGHER EDUCATION TEACHING EXPERIENCE

Adjunct Graduate Faculty Social Work

Case Western Reserve University ▪ Cleveland, OH

2017-Present

- Teaching Social Policy
- Class consist of 15-20 Master students
- Curriculum was designed to assist students in critically thinking and evaluating select theories of social policy and the American and International Social Welfare System

Adjunct Graduate Faculty Social Work

The University of Akron ▪ Akron, OH

2014-Present

- Teaching Human Behavior and Social Environment Small Systems (HBSE) and Social Work Administration
- Class consist of 15-30 Master students
- Curriculum was designed to assist students in critically thinking and evaluating select theories from the social behavioral sciences, liberal arts, and nonprofit administration to inform social work practice
- Curriculum addresses theories of class, gender and race; including historical and economic factors; and rooted in assumptions ranging from empirical to spiritual
- Curriculum prepares students to take the HBSE portion of the Social work license exam

Adjunct Faculty Pan African Studies

2008-Present

The University of Akron ▪ Akron, OH

- Teaching Introduction to Pan African Studies, Images of African American Women in Film
- Class consist of 35-50 Undergraduate students
- The curriculum examines life experiences including struggles and successes as seen through the eyes of African Americans, examining the social, political, economic and cultural barriers faced by African Americans
- Curriculum emphasizes independent thinking as well as group thinking and creates the opportunity for diverse thinking and dialogue
- Curriculum stresses composition skills in journaling, reflection and compare and contrast papers

NONPROFIT MANAGEMENT EXERPEINCE

CEO/Founder

Crimson Heights Ministries, Inc.

2009-present

- Responsible for the day to day operations
- Responsible for securing funding for annual workshop and events
- Build relationships with community and corporate partners/sponsors
- Secure volunteers and staff for annual events
- Planning annual workshop to service the Greater Cleveland Community
- Serve as committee chair for scholarship selection
- Responsible for marketing and budgeting

PREVIOUS POSITIONS

HIGHER EDUCATION ADMINISTRATIVE EXPERIENCE

Interim Program Director Upward Bound Classic Program 2015-2016

Academic Achievement Programs ▪ The University of Akron ▪ Akron, OH

- Oversee the daily operation of programming and services for low income and potential first generation college students
- Responsible for supervising staff including progress reports, mid-year reviews and annual performance reviews
- Responsible for hiring and re-hire of staff
- Provide day to day direction for program operation that extensively services 9th-12 grade
- Responsible for implementing a summer residential program
- Responsible for reporting documentation to the University and federal government for annual reporting
- Tracking program numbers and demographics to make sure it is aligned with federal regulations
- Responsible for budget management and reconciliation for university and federal government
- Developed an internal budget system for tracking expenditures and program services

Director Graduate Student Development 2013-2015

Graduate School ▪ The University of Akron ▪ Akron, OH

- Responsible for office development including: design, conducting and evaluation of goals and objectives
- Responsible for partner collaboration with Akron campus and community to provide services for potential graduate students and current graduate students
- Responsible for managing and maintaining data collection for students served and students admitted into graduate programs
- Responsible for researching and implementing best practices for student recruitment and retention
- Assist students in identifying research opportunities and partnering with faculty mentors
- Assist students in identifying fellowship and dissertation grant opportunities
- Specialized assistance in serving students for direct admit into Ph.D. programs
- Specialized assistance in serving students from underrepresented, first generation and low income populations in all disciplines
- Provide activities, workshops, training that focus on student academic and graduate school preparation
- Supervision of office staff
- Monitor day to day operations of office and staff
- Participate on campus committees

Director Ronald E. McNair Post-Baccalaureate Achievement Program (TRiO) 2011-2013

Graduate School ▪ The University of Akron ▪ Akron, OH

- Provided program development including: design, conducting and evaluation of objectives
- Assisted in writing and administering the 5 year grant in accordance with Federal guidelines issued by the U.S. Department of Education

- Collected, analyzed and reported statistical data for the U.S. Department of Education and the University
- Administered, managed and meet the grant objectives
- Implemented and monitored program, staff and student evaluation/assessment
- Managed and reconciled the yearly \$225,000 grant budget
- Full knowledge of the legislative and regulatory requirements for the operation of Federal TRiO program
- Recruited, selected and advised students based on U.S. Department of Education selected criteria and STEM disciplines
- Identified faculty research mentors in areas of STEM
- Implemented, monitored and evaluated an 8 week summer residential research internship
- Provided activities, workshops, and training that focused on student academic and graduate school preparation
- Supervised program employees

Educational Specialist Educational Talent Search 2007-2011
Academic Achievement Programs ▪ The University of Akron ▪ Akron, OH

- Provided direct experience advising and counseling low income and potential first generation college students
- Provided direct services and academic advising to students and parents grades 6-12 in preparation for postsecondary school admission
- Developed programs, events, and workshops that promoted student success around study skills, learning skills, time management, career exploration, college preparation, college admissions and financial aid availability
- Facilitated workshops ranging from two to forty participants
- Directed one-on-one student advising for academic counseling and post-secondary education
- Received direct training through SAEOPP in assessment of student needs including proven retention and graduation strategies; and the use of educational technology in order to design and operate a TRiO project
- Tracked student progress to include quarterly grades, SAT/ACT scores, college admissions and financial aid
- Reported monthly the number of students served and services provided

Graduate Assistant Office of Minority Affairs and Human Relations 1995-1997
Cleveland State University ▪ Cleveland, OH

Student Assistant Office of Minority Affairs 1990-1994
Student Assistant Frank W. Hale Black Cultural Center
The Ohio State University ▪ Columbus, OH

NONPROFIT MANAGEMENT EXPERIENCE
CSU Fellow/Policy and Planning Associate 2004-2006
The Center for Community Solutions ▪ Cleveland, OH

- Served as part of the Youth Development Initiative, implementing strategies related to health and human services for Cleveland Schools, Cuyahoga County Government, United Way Services, Human and Health Service organizations
- Supported and developed implementation and strategic planning of the Comprehensive Health Plan for Cleveland Municipal School District which provided health and human services to the district at zero cost through external agency partnerships
 - Facilitated workgroups and assisted with establishing goals and objectives
 - Assisted in managing, motivating and assessing workgroups for plan implementation
- Built relationships between CMSD and youth-serving nonprofits and county agencies
 - Assisted in identifying nonprofits and agencies with whom CMSD needed a stronger relationship
 - Aided in identifying CMSD internal partners needed to strengthen external relationships
 - Facilitated meetings to improve relationships
- Assisted in identifying and approaching potential funding sources for on-going Youth Development Projects
- Supported in the writing and submission of grant funding proposals and fundraising opportunities
- Conducted research using spreadsheet and database software
- Facilitated, organized, and developed community outreach meetings

Community Liaison

1996-1998

Mt. Pleasant NOW Development Corporation ▪ Cleveland, OH

- Commenced organization support as an initial staff member dedicated to lead health and human service education in the City of Cleveland
- Initiated a program that tested over 200 children for lead poisoning
- Conducted training sessions for lead poisoning prevention and exposure
- Organized community health fairs which featured services from local business owners
- Documented monthly reports of provided services
- Worked with individuals from diverse socioeconomic backgrounds

ADDITIONAL ADMINISTRATIVE EXPERIENCE

Marketing and Community Outreach

1999-2004

Nationwide Insurance ▪ Cleveland, OH

- Implemented marketing strategies such as media relations, business partnerships, and referral program
- Contracted exclusive marketing campaigns between Nationwide and area companies, business, & organizations, improving the sales goals for Nationwide General Insurance
- Organized Housing Fairs, Fire & Safety Fairs, Insurance Education Programs servicing hundreds of community residents
- Formalized a budgeting system for agents to report outreach expenses and benefits
- Improved customer retention, analyzing agent accountability through policies & procedures
- Instituted procedures for problem solving between underwriter & agency
- Contributed to the achievement of office goals through the issuing & binding of insurance policies
- Launched devices to improve customer sales tracking & agency goals

EDUCATION

Doctor of Philosophy in Urban Studies and Public Affairs, 2007

Cleveland State University, Cleveland, OH

Concentration: Public Administration

Master of Social Work, 2017

The University of Akron, Akron, Ohio

Master of Public Administration, 1997

Cleveland State University, Cleveland, OH

Bachelor of Arts Degree in Broadcast Journalism and African-American Studies, 1994

The Ohio State University, Columbus, OH

RESEARCH EXPERIENCE

CSU Fellow/Policy and Planning Associate, Center for Community Solutions, Cleveland, Ohio 2005-2006

- Assisted in data collection for best practices for Public Education
- Conducted literature review for best practices and program review for public Cleveland Municipal School District
- Collaborated with government agencies to provide data for youth development services

GRANTS AND SPONSORSHIP

Institutions Developing Excellence in Academic Leadership National (IDEAL-N)

National Science Foundation

Collaboration: Deputy Provost Office

Awarded: \$750,000.00 for 3 years

Upward Bound Classic Program

Federal Government Grant

Collaboration: Academic Achievement Programs

Awarded: \$1,000,000.00 for 5 year period

The McNair Scholars Program

Federal Government Grant

Collaboration: Dr. Mark Tausig

Awarded: \$1,000,000.00 for 5 year period

Educational Talent Search

Federal Government Grant

Collaboration: Academic Achievement Programs
Awarded: \$444,228/year for 5 year period

Crimson Heights Ministries, Inc.

Corporate Sponsorship(s)
Awarded: \$250.00-\$2000.00

Elpis Ministries, Inc.

Corporate Sponsorships
Awarded: \$250.00-\$2500.00

PUBLICATIONS

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- Burton, H.E.** (manuscript in preparation). *The Black Church As A Mediating Structure: Case Studies of Critical Incidents*
- Burton, H.E.** (manuscript in preparation). *The Impact of Racial Identity on Deviant Behavior*
- Burton, H.E.**, Howard, E.G. (manuscript in preparation). *The Principles of Scientific Management in The Black Church*
- Burton, H.E.**, Howard E.G. (manuscript in preparation). *The Business of Church Business*
- Moore, A.M., Kautzman-East, M., **Burton, H.E.** (manuscript in preparation). *Not Beyond Reproach: The Effects of Stigma in Mental Health and its Impact on Consumers*

NON-ACADEMIC PUBLICATIONS

-
- Burton, Heather E., *I'm Single So What?* Griffin Scott Publishing, Atlanta GA
- Burton, Heather E., *Crimson Heights 2nd Edition*, Griffin Scott Publishing, Atlanta GA
- Burton, Heather E., *Crimson Heights*, Publish America, Washington, DC

NEWSPAPER ARTICLES

-
- Burton, Heather E., (2009-Present) *The Union Review*, RH Boyd Publishing Company, Nashville, TN
Contributing Writer
- Burton, Heather E., (2007) *Call & Post*, "Why are they?", Cleveland, OH
- Burton, Heather E., (1996-1997) Ed. *The Bridge*, Cleveland State University, Cleveland, OH
- Burton, Heather E., (1997) "Life after OMAHR for Grad Assistants," *The Bridge*, Cleveland State University, Cleveland, OH
- Burton, Heather E., (1997) "Faculty Profile: Dr. Dalen Chiang," *The Bridge*, Cleveland State University, Cleveland, OH
- Burton, Heather E., (1996) "CSU, Area Colleges to Host Student Radio Forum," *The Bridge*, Cleveland State University, Cleveland, OH
- Burton, Heather E., (1996) "Student Profile: Xiaohong Yang," *The Bridge*, Cleveland State University, Cleveland, OH

Burton, Heather E. (1996) "Black and Latino Student Leadership Conference," *The Bridge*, Cleveland State University, Cleveland, OH

PRESENTATIONS & POSTERS

Burton, Heather E. (2018), Race Relations and working with students -St. Martin dePorres High School, Cleveland Ohio

Burton, Heather E. (2018), Real Conversations on Inclusion-St. Vincent St Mary High School, Akron, Ohio

Burton, Heather E. (2018), Real Conversations on Inclusion-Hudson School District-, Hudson, OH

Burton, Heather E. (2018), Ohio TRiO, Student Success

Burton, Heather E. (2017) GAR Foundation –Racial and Gender Bias in the classroom, Akron OH

Burton, Heather E., Singer, Lynn & Bilimoria, Diana. (2017) NSF ADVANCE Conference, Washington, DC

Burton, Heather E., Singer, Lynn & Bilimoria, Diana. (2016) NSF ADVANCE Conference, Baltimore MD

Burton, Heather E. (2013), "Identifying Beauty."

- Presented at University of Akron Delta Sigma Theta Summit, Akron, OH

Burton, Heather E. (2011). "CHOICE-Decision Making."

- Presented at Youngstown State University Upward Bound Program, Youngstown OH

Burton, Heather E. (2009), "Our Children and Sex."

- Presented at Black Entertainment Television Girls Empowerment Summit, John Carroll University, Cleveland OH

Burton, Heather E. (1997), "Issues Affecting today's Youth."

- Presented at National Missionary Baptist Convention of America, Dallas, TX

Burton, Heather E. (1997), "Successfully Living Single."

- Presented at the National Sunday School and Baptist Training Union Congress, Nashville, TN

Burton, Heather E. (1996), "Summer Internships."

- Presented at the Environmental Careers Conference and Career Fair, St. Charles, IL

Burton, Heather E. (1996), "Youth Issues."

- Presented at the National Missionary Baptist Convention of America, San Diego, CA

HONORS AND AWARDS

- UniverCity Community Leadership Initiative Inaugural Class, The University of Akron, Akron, OH 2014
- Outstanding Feminist Mentor, The University of Akron, Akron, OH
- Recognized as a Faculty Highlight by Pan African Student Organization, The University of Akron, Akron OH
- Pi Alpha Alpha National Honor Society, Cleveland State University
- Myra Davis Hemmings Scholarship for Creative and Performing Arts, The Ohio State University
- Robert K. Richards Memorial Scholarship for Journalism, The Ohio State University
- National Collegiate Minority Leadership Award
- All-American Scholars Award

- T.B. Boyd III Essay Oratorical Contest First Place Winner, New Orleans, LA
- National Oratorical Essay Coach (four out of six years-three first place winners, one second place winner)
- Advisor of a First Place Winner Nationally competing military community drill team

PROFESSIONAL ASSOCIATIONS

- Delta Sigma Theta Sorority, Inc. (Treasurer)
- Mid-America Association of Educational Opportunity Program Personal (MAEOPP)
- Ohio Association of Educational Opportunity Program Personal (OAEOPP)
- Cuyahoga Community Colleges' Center for Career Pathway Development (CCPD) Advisory Committee
- Diane O McDaniel Scholarship Fund Selection Committee (The Cleveland Foundation)

VOLUNTEER ASSOCIATIONS

- East Mt. Zion Missionary Baptist Church-Youth Advisor, Oratorical Coach
- The Historic Greater Friendship Community Drill Team-Advisor, Praise Dance Ministry Leader, Young Adult Ministry Leader
- National Missionary Baptist Convention of America –Youth Vice President, President
- Delta Sigma Theta Sorority, Inc.-Greater Cleveland Alumnae Chapter, Social Action and Domestic Violence Initiative
- S.H.I.N.E Inc.-Board Member, Treasurer

TEACHING INTEREST

- Courses in African American Studies and Social Work related to gender and racial equity, theater, oppression and social justice, poverty and discrimination.

RESEARCH INTEREST

- The effectiveness of grass root nonprofit organizations on citizen contribution
- With some reluctance to Black Pastors receiving funding from government do they still provide services that make them parallel to nonprofit organizations
- Heinz Kohut's principles of self-psychology (narcissism, empathy and tri-polar self) identified in bi-racial children

UNIVERSITY LEADERSHIP

Co-Chair, Ellipse Institute for Women of Color, Case Western Reserve University
Participant, Train the Champion Diversity Program, Case Western Reserve University
Sustained Dialogue Participant, Case Western Reserve University

Committee Member, President's Advisory Council on Women (PACOW), Case Western Reserve University, 2016-present

Committee Member, African American Resource Group, Case Western Reserve University, 2016-present

Conference Chair, University of Akron Student Innovation Symposium (UASIS), the University of Akron, 2011-2015

Participant Graduate, Inaugural Class of UniverCity Leadership Training, The University of Akron, 2014

Committee Member, United Black Forum, the University of Akron, 2008-2016

Organization Advisor, Sisterhood of African American Student, The University of Akron, 2012-2016

Committee Member, Revisiting Race: Black, White & Beyond, The University of Akron, 2010-2015

Committee Vice Chair, Student Affairs Campus Culture Committee, The University of Akron, 2010-2011

Committee Member, part-time Faculty Senate, The University of Akron 2008-2011

Committee Member, Student Affairs Strategic Planning Committee, The University of Akron, 2009-2010

Committee Member, Educational Talent Search Coordinator Search Committee, The University of Akron 2010