

# Diversity Advocate Guide

All search committee members will assist with implementing recruiting practices that promote diversity within the faculty hiring process. The diversity advocate will ensure these practices are followed. Each search committee chair is assigned a diversity advocate (see *Types of Searches* document).

➤ **The diversity advocate will:**

1. participate in the necessary training/workshops
2. collaborate with the search chair throughout the search process
3. maintain contact with the Office of Human Resources (staff) or the Provost (faculty), to inform about the progress of the search and consulting on any questions, issues, or concerns raised during the search process.

**4. Before the Search:**

- a) work together with the search chair to identify individuals who may serve on the search committee, specifically those who can bring valuable perspectives to the process;
- b) assist with identifying potential sources for a diverse applicant pool (see Recruitment Plan tool);
- c) assist with outreach to potential applicants;
- d) keep track of diversity recruitment efforts;
- e) review the position description or posting to consider whether a broader or different description of subject matter, including diversity commitments and experiences as preferred qualifications, etc., may enhance diversity of curricular offerings and diversity of applicants;

**5. During the Search:**

- a) help evaluate how well candidates addressed the diversity statement in their cover letters and ensure it is a requirement for candidacy;
- b) raise awareness about unconscious assumptions and bias throughout the selection process;
- c) consult with the chair regarding the diversity of the pool before on-campus interviews;
- d) help develop interview questions that will shed light on a candidate's experience with diversity;
- e) consult with other search committee and department members to maintain awareness of the goal of promoting diversity;
- f) proactively insure that diversity and commitment to values of inclusiveness are both considered as positive qualifications in the consideration of candidates.

**6. After the search**

- a) work with the search committee chair to complete the Affirmative Action Report for the Office of Human Resources noting the steps taken in the interest of diversity, their results, and suggestions for the future.