

ADVANCE Equity Advisor Responsibilities in Support of Faculty and Graduate Student Equity and Diversity, 2023-24

As members of the ADVANCE Program Advising Committee (APAC), Equity Advisors are expected to:

- Attend annual Academy for Inclusive Excellence (September 27, 2023; from 9:30 a.m. to 2 p.m., tentative)
- Attend annual Institute for Equity, Diversity, and Inclusion (TBA)
- Attend monthly meetings of the APAC, dates TBA
- Attend quarterly meetings with the Program Director and Manager
- Complete and submit Quarterly Activity Reports (form provided by the Program) on equity and diversity activities within the school at the following link: <https://uciadvance.wufoo.com/forms/s15z23sz1aeuweq/>. Due Dates: F23 – due (Friday) Jan. 12, 2024; W24 – due (Friday) Apr. 5, 2024; SPR24 – due (Friday) Jun. 28, 2024
- Promote the activities of the ADVANCE Program for Equity and Diversity
- Advise Program Director and Coordinator of any absences from campus longer than one-week
- Cultivate faculty within their own school to become a future Equity Advisor
- Remain a resource to the Program after term has expired

Equity Advisors participate in the recruitment process, tailoring “best practices” to their school to increase equity and diversity in hiring. They:

- Meet with search committees at the start of each search
- Assist in search activities: networking and identifying resources to attempt to bring applicant pools in line with ethnic and gender availability
- Work with the Dean, department chairs, and search committees to implement and develop best practices in recruitment
- Review and approve search process within *Recruit* to ensure compliance with university search guidelines, including accessing data in *Recruit* to assess applicant pools compared to availability
- Develop and distribute information on recruitment such as articles on ethnic and gender issues in recruitment, best practices, information on California law and regulations on affirmative action, UCI Academic Personnel recruitment processes, and ethnic and gender availability data
- Meet with candidates and other appropriate faculty

To improve equity in retention and advancement, Equity Advisors organize Faculty career advising programming in collaboration with their dean that is consistent with the needs and the disciplines/fields represented in his/her own school. Faculty career advising program should:

- Continue (or initiate) a New Faculty Orientation
- Include a junior and senior faculty mentoring program
- Involve men and women
- Offer welcoming opportunities for all new faculty
- Establish a support network to guide advancement: from tenure-track to tenure; from assistant to associate, from associate to full, and from full to Step VI
- Advise and support colleagues on seeking leadership opportunities
- Raise awareness of the need for equity and diversity in nominations for awards and honors
- Work with professional societies that represent the school’s discipline to network and seek assistance in advancing faculty

As applicable due to circumstances raised by COVID-19, strike, or other extraordinary circumstances:

- Consult with faculty requesting reasonable accommodations
- Share appropriate guidance, campus resources, and special contingencies to support timely merit and promotion (e.g., guidance related to [COVID-19](#), [strike](#), and other situations)

Equity Advisors promote equity and diversity among faculty and graduate students more generally by:

- Advising his/her dean and central administration of inequities, including those revealed in the annual faculty salary equity study
- Assisting the dean and department chairs in assessing files suggested by the Office of Academic Personnel as candidates for faculty equity review
- Promoting diversity in graduate student recruitment & retention through coordination of the DECADE Program
- Disseminating graduate student mentoring best practices to build and sustain an inclusive school and campus culture
- Soliciting input about climate and sharing graduate student survey results
- Raising awareness about career development programming among graduate students and faculty advisors