

Equity Advisor Responsibilities (R5), 2024-25 UCI Office of Inclusive Excellence

(Questions? AVC Sharon Block: sblock@uci.edu)

Required specific activities:

- Attend Annual Planning meeting (Sept 19, 2024, 12-2pm) + monthly Equity Advisor meetings
- Send Quarterly email to all faculty in your school
- Meet individually with all new faculty
- Fill out Activity Reports on EA activities
- Develop clear division of activities with school's administrators
- Create one or more resources
- Be available to assist on specific topics outside of your school, dependent on school workload
- Promote equity-minded leadership and decision making

Recruitment of new faculty

Goal: To diversify faculty hiring in line with availability and larger population of CA and U.S.

- Reach out to current President's and Chancellor's Postdoctoral Scholars in your school, offer assistance, community building, etc.
- Encourage recruitment of PPF/CPF through PPF Hiring Incentive
- Work with the Dean, chairs, and relevant faculty on implementing best practices
- Educate yourself and contribute to a guide for best practices on fair and open recruitment
- Meet with each faculty search committee to share best practices for inclusive excellence
- Assist in search activities to diversify applicant pool and promote equity
- Sign off on search stages in [APRecruit](#) to ensure compliance with university search guidelines
- Develop and distribute information on recruitment as appropriate
- Meet with candidates or other faculty as appropriate/needed regarding recruitment

Retention of current faculty

Goal: To improve equity in retention and advancement through faculty career advising programming in collaboration with chairs and deans

- Continue (or initiate) participation in a new faculty orientation
- Create or contribute to mentoring programs for new, early, mid, and senior career faculty as appropriate
- Offer welcoming opportunities for new faculty at all levels
- Be a resource for best practices in merits, promotions and advancements (AP)
- Raise awareness of the need for equity and diversity in all service and professional activities, such as leadership opportunities, nominations for awards and honors, etc.
- Promote best practices and constructive, welcoming, uplifting climate for all faculty
- Serve on Dean's or other central administrator council, committee, as appropriate

Remediation

Goal: To address possible inequities and diversity-related issues raised by individual faculty by serving as a resource on best practices and university resources

- Be available for confidential (as possible) consultation
- Advise the dean and central administration of possible inequities
- Serve as a resource to other campus office for faculty in merit/promotion/advancement, family-related, and similar concerns that include concerns over equity

Resources

Goal: To build and sustain an inclusive school and campus culture

- Design and offer EDI activities tailored to your school's/faculty needs
- Share materials, practices, and advice with other Equity Advisors
- Cultivate faculty within your own school to become a future Equity Advisor