



## ADVANCE Program FOR EQUITY & DIVERSITY

*Expect Equity, Support Diversity, and Practice Inclusion.*

Equity Advisors are allocated a program budget of up to \$1250 per year per school. Expenses must be related to school-based programming. Examples include:

- Mentoring lunch meeting with junior faculty to discuss progress toward tenure (hosted by Equity Advisor or other tenured faculty)
- New faculty welcome meet and greet
- Department or school-wide meet and greet with junior and tenured faculty to promote interaction and improve climate
- Meeting with Personnel Analyst to review merit and tenure process with assistant professors (or other school administrators to foster open dialogue)
- Assistant Professor gathering to discuss potential issues and best practices for faculty success

*Please note, these are 19900 funds, restricted state funding. We are not able to reimburse alcohol purchases, or any non-business related expense.*

In order to access these funds, you must:

1. Complete the Equity Advisor Reimbursement Form
2. Attach itemized receipt which shows a proof of payment. The form is available at <http://inclusion.uci.edu/advance/equity-advisors/>.
3. If this is your first ADVANCE reimbursement, you must add the ADVANCE Program Coordinator (sanders2) as an arranger in your KFS TEM (travel and event management) profile. Please see the instructions available at the above listed webpage. This is required for the payment to be disbursed to you, per KFS procedures.
4. Send completed form and original receipts via interdepartmental mail to

Samantha Anderson  
ADVANCE Program  
535 Aldrich Hall  
ZC: 1000

Please note, the Equity Advisor Reimbursement Form must be signed by the Equity Advisor to approve use of the funding. If a faculty member other than the equity advisor is submitting a reimbursement, please follow the same procedure, but ensure the Equity Advisor signs the form prior to forwarding paperwork to the ADVANCE office.