

Diversity Advocate Checklist

The primary role of the Diversity Advocate is to be an advocate for diversity as a core component of excellence in the search process. The Diversity Advocate must be identified on the search form. The Diversity Advocate must be a tenured faculty member for faculty searches. For academic professional searches, the Diversity Advocate must be a committee member.

The Diversity Advocate should:

- Complete a Diversity Advocate/Search Workshop offered through the Office of Diversity.
- Review the department's affirmative action goals in the Office of Diversity Faculty Report and the Academic Professional Executive Summary.
- Serve as a resource to current and future faculty, staff, and students, regarding diversity resources and events on campus in support of unit recruitment and retention.
- Work with the search committee and hiring official in the department conducting the search to identify professional organizations in the discipline that serve diverse populations, and ensure that the search committee provides these organizations with the position announcement.
- Identify department heads/chairs at institutions whose graduates represent diverse populations, and ensure that these individuals receive a copy of the position announcement.
- Help with extra recruitment efforts aimed at direct and personal contact.
- Review the Diversity of Pool and Finalist Pool Report that is sent via email from the Office of Diversity for each search.
- Encourage the committee to utilize best practices in evaluating diverse applicant pools.
- In particular, the Diversity Advocate will help guide the committee to make certain that the search process:
 - Is free of bias or stereotyping of applicants in verbal or written communication.
 - Ensures that candidates are evaluated fairly.
 - Includes a campus visit that provides similar opportunities for each candidate and follows interview procedures which treats all applicants consistently.