Diversity Advocate Guidelines

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 and should be available to attend all committee meetings. For faculty searches, the Diversity Advocate must be a tenured faculty member. For academic professional searches, the Diversity Advocate should be a committee member or available to attend all committee meetings.

The Diversity Advocate should:

- Review the Being a Change Agent in the Search Process presentation (https://oae.illinois.edu/academicsearch.html).
- Review the department’s affirmative action goals in the OAE Faculty Report and the Academic Professional Executive Summary (http://oae.illinois.edu/reports.html).
- Work with the search committee and hiring official to identify professional organizations in the discipline that serve diverse populations, and ensure that the search committee provides these organizations with the position announcement. (EEO Officer/Vice Chair EEO can also be consulted)
- 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 for Access and Equity for each search.
- Work with the search coordinator to maintain a list of good faith efforts and assist with evaluating whether these efforts were effective. (See below for an example.)
- Encourage the committee to utilize best practices in evaluating diverse applicant pools. A few key points to keep in mind include:
  - Determine selection criteria in advance of the initial review of applications so all candidates are evaluated fairly.
  - Ensure the process is free of bias or stereotyping of applicants in verbal or written communication. If verbal bias is noticed, speak out and redirect the conversation.
  - Include a campus visit that provides similar opportunities for each finalist and follow interview procedures which treat all applicants consistently.

Additional information can be found at: https://oae.illinois.edu/academicsearch.html