

# University of Illinois at Urbana-Champaign

## Diversity Advocate Guidelines

The diversity advocate serves as an advocate for diversity as a core component of excellence in the search process. For tenure-track faculty searches, the diversity advocate must be a tenured faculty member. For all other positions, the diversity advocate should be at the same level or higher than the position being searched for. The diversity advocate must be a member of the search committee or be available to attend all committee meetings and have completed [DiversityEdu](#). The diversity advocate can also be the search chair.

The list provided below includes some of the typical responsibilities of a diversity advocate.

- Review the [DiversityEdu](#) online program at least once every three years. It is recommended to complete the course as soon as feasible when you are assigned the role. For anyone who has not completed it by the time the announcement is posted, OAE will send an email and will temporarily remove access to view applications, until the program is complete.
- Complete the [Diversity Advocate](#) training.
- Before the job announcement is finalized, be available to review the use of broad required and preferred qualifications within the position announcement and make recommendations to the search chair and/or hiring manager.
- Review the affirmative action goals for the position. OAE will send an email with a link to the [dashboard](#) which provides placement goal information.
- Attend all committee meetings.
- Initiate a conversation about placement goals and diversity at the first search committee meeting. Please contact the Office for Access and Equity (OAE) for assistance.
- Lead a discussion about developing a plan for all committee members to conduct good faith efforts (GFEs) which include outreach sources to attract underrepresented groups (women, minorities, veterans, individuals with disabilities).
  - Identify publications, websites, listservs, institutions, personal/direct contacts, professional social media groups, etc.
  - 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.
  - Actively participate in networking, seeking out and recruiting qualified, diverse candidates.
- When personally conducting any outreach and recruitment efforts, save a copy of posting/email or notes regarding direct outreach and provide information to the search coordinator.
  - Work with the search coordinator to maintain a [GFE spreadsheet](#) that lists outreach efforts conducted by the committee and assist with evaluating whether these efforts were effective.

- Custom applicant source codes can be used to know where applicants found out about the position. It is recommended to use these whenever feasible, as it will allow for a more robust evaluation of good faith efforts. For more information, please refer to the [Custom Applicant Source Code](#) job aid.
- Use available reports to evaluate recruitment efforts.
  - Automated diversity of the pool reports are sent to select college HR staff once a week and can be shared with the diversity advocate (if there are at least three applicants).
  - College HR staff can run additional diversity of the pool reports and can also include source code data.
  - [OAE](#) can provide a diversity of the finalist pool report (if there are at least three finalists).
- Prior to the review of any application materials, determine a plan to screen and evaluate candidates in a fair and equitable manner, as well as how screening decisions will be documented.
  - Agree upon ground rules for evaluating candidates, including how you will vote.
  - Agree on job-related evaluation criteria and develop a written outline that will be used by all committee members (i.e., checklist, rating form, spreadsheet, etc.)
  - Agree on rules of discussion and how to handle disagreement.
  - Avoid comments (either orally or in notes) that are not job related.
  - If bias is noticed, speak out and redirect the conversation.
  - Be aware of the possibility of your own implicit bias.
  - Agree on a method for determining who will be invited to an interview.
  - Consider alternatives to rank ordering, such as summaries of each semi-finalist.
- Develop specific job-related questions to ask during interviews. All candidates should be asked the same core set of questions, allowing for individualized follow-up questions as needed.
  - For topics to avoid please review: [pre-employment inquiries – topics to avoid](#).
  - Consider including a [diversity related interview question](#).
- Support the committee in utilizing best practices for evaluating diverse applicant pools.
  - Determine selection criteria in advance of the initial review of applications so all candidates are evaluated fairly and consistently.
  - Ensure the rationale to remove a candidate from consideration is valid and free of bias.
  - Include a campus visit that provides similar opportunities for each finalist and follow interview procedures which treat all applicants consistently.
- Provide your professional opinion of interviewees based upon objective evaluation criteria.
- Maintain confidentiality before, during, and after the search of all candidate information and deliberations.

## Resources

- [Search Process Toolkit](#)
- [Job Aids](#)