**Role of Diversity Advocate**

(Adapted from the Human Resources’ *Guide to Effective Searches* in *Recruiting Diverse Faculty* (Herbers and Massaro)

All members of a search committee are advocates for affirmative action. In addition, each committee must designate a member to act in the role of Diversity Advocate. In order to add value and ensure that all affirmative action issues are addressed, the roles and responsibilities of the advocate are outlined below.

**Who should be in this role?**

The Diversity Advocate should be a volunteer. The member that may appear to have the most diversity should not be the default. If an URM member of the committee wants to be the Diversity Advocate that is acceptable. It is highly recommended that your Diversity Advocate be a tenured faculty person and/or an individual with extensive experience on search committees and one who has shown commitment to diversity, equity, and inclusion. Consider non-minority as well as minority individuals for this role.

**Responsibilities of the Diversity Advocate**

1. Evaluate the search process on a continuing basis, keeping in mind the goals and principles of affirmative action and diversity as defined by the university in its mission statement.
2. Lead discussions with committee in identifying benefits of diversity and in developing a diverse pool that could lead to hiring a member of an underrepresented group for the department or administrative unit.
3. Assist the committee in self-scrutiny about its own potential biases.
4. Provide committee with department profile and hiring goals. Contact specific college and/or department designee for more information.
5. Bring process gaps to the attention of the search committee and/or the Chairperson for immediate action. Process gaps may include the following:

* Bias, prejudice or stereotyping in verbal or written communications, such as meetings, written correspondence, and interview questions;
* Inadequate representation of underutilized groups in pool of candidates;
* Bias, prejudice or stereotyping of candidates during evaluation period; and/or
* Giving little or no weight to the affirmative action goals of the university as a factor in the hiring process.

1. Review all search committee activities to ensure that differences are cultivated and respected and that fairness is the norm. These activities include:

* Developing job descriptions and minimum qualifications to cast the widest possible net;
* Utilizing multiple and creative recruitment methods;
* Using criteria for evaluation that do not preclude persons with non-traditional career patterns or equivalent education and experience;
* Conducting interviews that are consistent and legal for all applicants;
* Facilitating campus visits that provide similar opportunities for each candidate;
* Developing a final slate of candidates that, whenever possible, gives the hiring official the opportunity to select from a diverse pool.