

The Diversity Charge- C&IS Faculty Search Committees

Starting in 2015, the College of Communication & Information Sciences began a practice of intentionally scheduling discussion about how each faculty search committee will include and address diversity as a part of the process of recruiting and hiring a new faculty colleague. As the college's diversity officer, the assistant dean for assessment, accreditation, and diversity meets with the committee to discuss potential strategies for finding a pool of qualified applicants who represent a range of racial and ethnic backgrounds and who embrace both the College and University's strategic focus on diversity. This discussion can and should influence every step of the search process from development of the job announcement to interviewing finalists.

The product of this diversity charge is a **list of three actions** that the committee will take to address diversity as it goes through its process. An assessment tool will be used later to assess how these plans factored into the final report of the committee with the recommendations for hire.

Please note: The presence of a trained diversity advocate on the search committee does not substitute for engaging with the College's diversity officer. The search chair should arrange a meeting for the committee and the diversity officer as soon as the committee is formed and before the search process begins.

After the diversity charge is given, the diversity advocate works to keep the committee focused on the plans for addressing diversity. This advocate serves as an important *internal* resource for the committee. Meanwhile, the assistant dean for assessment, accreditation, and diversity (i.e., diversity officer) serves as an *external* resource for the committee as needed.

Next Steps:

- The search committee will generate its list of three diversity-related actions.
- Once the job description is ready to be advertised, please forward the job description and the list of three diversity-related actions to Dr. Suzanne Horsley, assistant dean for assessment, accreditation, and diversity, horsley@apr.ua.edu.
- Once the search has ended (regardless of outcome) send a brief summary of the results and how the committee completed the three diversity actions to horsley@apr.ua.edu.
- Contact the diversity officer at any point for assistance.

Best wishes with your faculty search!

The Eight Duties of a Diversity Advocate

1. Provide training on how to create an environment that allows differences to be discussed in a healthy manner
2. Provide techniques for posing and discussing sensitive matters
3. Provide information that helps to reduce bias in thinking, decision making and behavior
4. Support and monitor the activities of the committee to help ensure that preconceived notions and stereotypical biases do not appear at any step of the selection process
5. Ensure that no decision is based solely on gender, religion, creed, race, age or physical disability or other protected class including reverse discrimination
6. Ensure that any and all personal concerns by any committee member regarding personal biases and prejudices are addressed properly
7. Ensure that every recruiting, advertising, and networking avenue is explored to maximize the diversity of the potential candidate pool
8. Ensure that all institutional rules, regulations and bylaws regarding diversity and inclusion are upheld each step of the process