

PROPOSED LEADERSHIP ROLES AND RESPONSIBILITIES IN THE ACADEMIC RECRUIT PROCESS

1. DEANS TO LEAD EFFORTS TO BUILD A DIVERSE AND BROAD SEARCH POOL

A. Role of the Dean

The dean has final authority to approve all department Recruitment Plans, Interim Reports and Selection Reports.

Deans are responsible for clearly communicating early to all Department Chairs and Search Committees that they are expected to actively work to develop diverse and broad candidate pools for each position. Ideally, this will occur before the dean approves each Recruitment Plan.

After the Dean has approved a Recruitment Plan, the Dean will identify a Faculty Designate (usually the Faculty Equity Advisor (FEA) or the Associate Dean if such dean also serves as the Faculty Equity Advisor) to work closely with search committees. The Faculty Designate, a person who understands the division and its timelines, will work with the division to achieve the goal of diverse and broad candidate pools and expedite the search process. The Faculty Designate will assist the search committees in their work to identify a diverse and broad set of candidates in the applicant pool, and ultimately a diverse short list that includes candidates whose contributions to diversity are consistent with the Dean's expectations. Early in the search process, the Dean is responsible for informing the department chair and search committee that the Interim Report will not be approved until the Faculty Designate recommends approval to the Dean. The AVC-FE and VC-EDI are available to consult with the deans on candidate pools and provide suggestions for improving the diversity or breadth of search pools.

Prior to approving the Interim Report, Deans are responsible for discussing each Interim Report with the Faculty Designate and the VC-EDI (or her/his designate AVC-FE), both of whom will advise the Dean on the approval of the Interim Reports. The Dean will not approve Interim Reports until he or she is satisfied that the search committee has actively worked to develop a broad and diverse search pool that includes candidates whose contributions to diversity consistent are consistent with the requirements of the position.

B. The Role of the Faculty Designate

The Faculty Designate is responsible for monitoring their assigned searches (via AP On-Line RECRUIT) and for communicating early and often with the search committee to support search efforts to build a diverse set of candidates for each applicant pool. The Faculty Designate is also responsible for meeting regularly with the Dean and Faculty Equity Advisor (if distinct from the designate) to report and advise on progress or issues in individual searches. Throughout the search process, the Faculty Designate will provide periodic updates on pool diversity to the AVC-FE and VC-EDI.

C. The Role of Academic Diversity and Equal Opportunity Office of Academic Affairs (ADEO)

ADEO will continue to support the recruitment process and the Deans by reviewing Recruitment Plans, Interim Reports, and Selection Reports for reporting requirement compliance.

ADEO is available to assist the Deans or their Faculty Designate in identifying strategies for enhancing the diversity or depth of search pools.

D. Academic Search Workshops

Equity, Diversity and Inclusion and Academic Personnel will provide search committee and faculty designate workshops during the fall quarter.

2. DEANS TO INSURE EVALUATION OF 'CONTRIBUTIONS TO DIVERSITY' STATEMENTS PRIOR TO INTERVIEWS

A. Diversity Statements Required

UC San Diego will continue to require that all applicants for Academic Senate positions discuss via a separate "Contributions to Diversity Statement" their current or past activities, or potential plans, to advance diversity, equity, and inclusion in alignment with UC San Diego's mission.

We have asked for these statements in order to achieve two things. We want to demonstrate to faculty applicants that UC San Diego is deeply committed to advancing diversity, equity, and inclusion. In addition, we want to strengthen our capacity and enhance our excellence through diversity by identifying candidates who have demonstrated diversity experience and/or are willing to make substantial contributions in advancing diversity, equity and inclusion at UC San Diego.

B. Role of the Dean

Deans are expected to clearly communicate their expectations about the required quality of contributions to diversity statements as early as possible and ideally at the outset of the search process.

Prior to the department's submission of the Interim Report via ADEO to the Dean, the Dean and the Faculty Designate will meet with the department chair and a faculty search committee representative to review and evaluate short-listed candidates contributions to diversity statements.

As previously stated, Deans are responsible for consulting with the VC-EDI or her/his designate AVC-FE as needed prior to the approval of Interim Reports, and will not approve Interim Reports unless the Dean concludes that the search committee has actively worked to develop a broad and diverse search pool as well as a diverse short list whose candidate contributions to diversity statements consistent with the requirements of the position.

After the Dean informs the department/search committee chair that the short list's contributions to diversity statements are acceptable, and that the search pool is broad and diverse, the Dean will instruct the department to submit the Interim Report to ADEO with copies of the Contributions to Diversity Statements attached. At the discretion of the Dean, the Dean may also instruct the department to include written evaluations of contributions to diversity for all short listed candidates. The Dean's office is responsible for ensuring that departments submit all expected documents to ADEO.

C. The Role of the Divisional Faculty Designate

The Divisional Faculty Designate is responsible for meeting with the search committee very early in the recruitment process to discuss the Dean's contribution to diversity statement expectations. If diversity is a primary criterion for selection, the candidates must present both excellent academic qualifications consistent with departmental/divisional standards as well as strong contributions to diversity.

Prior to the department's submission of the Interim Report to the Dean via ADEO, the Dean and the Divisional Faculty Designate will meet with the department chair and a faculty member designated by the search committee to discuss and review search committee evaluations of candidate contributions to diversity for each short-listed candidate.

D. The Role of AVC-FE

The AVC-FE will be available to advise deans, departments, and search committees on Contributions to Diversity statements and to review their evaluations.

E. The Role of VC-EDI

The Dean is encouraged to consult with the VC-EDI (or her/his designate AVC), as needed, on the adequacy of contributions to diversity statements prior to submission of the Interim Report to ADEO.

F. The Role of ADEO

ADEO will continue, as part of its compliance review, to check that all required components are provided with the Interim Reports, including the Contributions to Diversity Statements for short listed candidates (with Interim Report) and the final candidate (with Selection Report). ADEO will not review these statements for content. If a Contribution to Diversity Statement is not provided with the report, ADEO will request the missing statements from the department and inform the Faculty Equity Advisor and the Dean that the report is incomplete. The University must maintain records of all required components for all open recruitments.

3. EFFECTIVE INTERVIEWS AND FACULTY ENGAGEMENT IN THE DISCUSSION OF CONTRIBUTIONS TO DIVERSITY

A. Role of the Dean

The Dean is responsible for ensuring a fair and equitable interview process that exposes candidates to the best that UC San Diego has to offer, that ensures that the discussion of

contributions to diversity become an integral part of the search process, and that ensures that the contributions to diversity of the selected candidate(s) are consistent with the requirements of the position. The Dean may obtain support and assistance the offices of Equity, Diversity and Inclusion, including the AVC-FE, and/or ADEO in achieving these goals.

At the outset of the search process, the Deans are expected to clearly communicate their expectations to all Department Chairs and Search Committees, including their expectations that discussion of contributions to diversity will be included in the interview process. Prior to submission of the Recruit Interim Report, the Dean will meet with the Faculty Designate, the department chair, and a representative of the search committee faculty member to plan to incorporate a discussion of candidates' potential contributions to diversity in the interview process,

The Dean will consult with the VC-EDI (or her/his designate AVC-FE) prior to approving Selection Reports. The Dean, will not approve a Selection Report until she/he is satisfied that the interview process has been fair and equitable for all candidates, that there has been active faculty engagement in the discussion of contributions to diversity during the interview process, and that the contributions to diversity of the selected candidate(s) are consistent with the requirements of the position.

B. The Role of the Divisional Faculty Designate

The Faculty Designate will advise the search committee on options that insure the discussion of candidate contributions to diversity in the interview process.

C. The Role of the Divisional Faculty Designate and AVC-FE

As the interview process proceeds, Faculty Designates are expected to follow individual searches and to report regularly to their Dean and AVC-FE on the manner in which contributions to diversity have been incorporated into the interview process, on the fair and equitable conduct of the process for all candidates, and on any other issues that may arise.