

## **College of Arts and Sciences Diversity Advocate Program for All Faculty Searches**

This year the College will support this effort aimed at developing more diverse pools of candidates for faculty positions. The intention of this program is to help advance the University's efforts to attract faculty from underrepresented populations so as to better serve our commitment to diversity and our educational mission.

As part of this effort, the College asks that department heads and school directors identify a member of each faculty search committee to serve in an official capacity as the committee's Diversity Advocate. Although all members of faculty search committees are expected to be broadly supportive of the University's efforts to recruit and retain a diverse workforce, the Diversity Advocate is charged with ensuring that the University's commitment to diversity is put into practice. Diversity Advocates should be tenured faculty members.

### **Role of the Diversity Advocate**

The primary role of the Diversity Advocate is to help the committee build as diverse a pool of candidates as possible and to encourage the committee to consider diverse candidates as fully as is reasonable. To help in this role, we ask that the Diversity Advocate undertakes the following steps:

1. Meet individually with the staff of the Office of Equity and Diversity (OED) at the beginning of the search process in order to get the most up-to-date information about resources for recruiting diverse candidate pools.
2. Work with OED, the search committee, and the faculty in the unit conducting the search to identify professional organizations in the discipline that serve diverse populations, and insure that the search committee provides these organizations with the position announcement. Ideally, the position announcement should be accompanied by a cover letter that discusses the unit's and University's commitment to recruiting and retaining a diverse workforce.
3. Work with OED, the search committee, and faculty in the unit conducting the search to identify department heads/chairs at institutions whose graduates represent diverse populations, and ensure that these individuals receive a copy of the position announcement. Ideally, the position announcement should be accompanied by a cover letter that discusses the unit's and University's commitment to recruiting and retaining a diverse workforce. We feel that this step and the preceding one are important even for those disciplines that have a central and universally acknowledged clearinghouse for all job announcements. In such disciplines, extra efforts aimed at direct and personal contact could have positive effects and should certainly attest to our College's commitment to diversity.

4. Ensure that a cover letter that discusses the unit's and University's commitment to recruiting and retaining a diverse workforce, and invites applicants to visit the University's diversity website <http://www.utk.edu/diversity> is sent to each applicant along with the standard EEO self-identification information.
5. Encourage the committee to utilize best practices in recruiting and evaluation diverse applicant pools. In particular, the Diversity Advocate will help guide the committee to make certain that the search process
  - is free of bias, prejudice, or stereotyping in verbal or written communications with applicants,
  - is free of bias, prejudice, or stereotyping of applicants in the screening process,
  - follows interview procedures that treat all applicants consistently,
  - evaluates candidates based on professional qualifications and not personal characteristics, and
  - schedules campus visits that provide similar opportunities for each candidate.
6. Ensure that candidates selected for campus visits are informed that the University is committed to providing reasonable accommodations for visiting candidates with disabilities, and work with OED staff and the Office of Disability Services to provide reasonable accommodations for visiting candidates with disabilities.
7. Ensure that candidates selected for campus visits receive an up-to-date copy of the Department's or School's diversity plan and a copy of OED's brochure "Promoting Diversity at the University of Tennessee" during their campus visit.
8. Meet with College staff once the search is concluded to help the College evaluate the effectiveness of this program.

Diversity Advocates are encouraged to consult with OED staff, the College's Academic Personnel Office (Andrew Kramer and Marla Roberts), and the College's Associate Dean for Diversity (Angela Batey) at any point during the search process.

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