

Qualifications, Role and Appointment Mechanisms of Faculty Equity Advisor ¹

The Faculty Equity Advisor (FEA) serves as an advisor to faculty searches. The FEA supports the search process by ensuring that search committees have current information on best practices in recruitment and hiring, and are made aware of implicit bias, known to influence decision-making in the recruitment process. The role of the FEA in the recruitment can, ultimately, lead to greater diversity and equity in candidate pools, which may culminate in a more diverse faculty.

Qualifications

- FEAs must be tenured senate faculty
- FEAs must complete the call for nominations application, which requires a 300-word statement detailing past, present, and future contributions to Diversity, Equity, and Inclusion in teaching, research, and/or service activities
- FEAs must attend a mandatory FEA Training. UC Merced has established a two-hour training for this purpose. As space permits, FEAs may also elect to take additional training at UC Irvine or UC Davis, with funds provided to cover travel expenses.

FEA Job Description and Role

- At least one FEA is appointed per school to oversee no more than six searches per AY. When more than 1 FEA is needed, FEAs will form a committee to assign and manage ongoing searches
- FEAs serve for a two-year term
- FEAs receive \$5,000 in their research funds account every year, as soon as funds becomes available

FEAs work with department chairs and deans to:

- Understand proposed timelines for searches so that every effort can be made to meet time-sensitive requests and approvals
- Attend one faculty meeting where there is an authorized, planned, or ongoing job search, to Inform department faculty members of the role and duties of the FEA and answer any related questions they may have
- Constitute search committees that include people who are knowledgeable of best practices for diversity and equity in hiring
- Develop an inclusive job ad intended to result in a broad pool of candidates
- Help search committees develop search plans that 1) include outreach to relevant disciplinary groups; 2) explain the search process; and 3) include benchmarks for candidate pool diversity that are reasonable and representative of the national PhD candidate pool
- Provide information on implicit bias and best practices to minimize bias in recruiting and hiring and to identify strong candidates with a commitment to diversity, equity, and inclusion, broadly construed; this typically takes the form of an FEA presentation that all

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search committee members must attend (if search committee members have attended an FEA presentation in the past two years, participation is optional.)

- Provide support and resources to search committees regarding “active” recruitment strategies to help increase the diversity of the pool
- Work with search committees to help them meet national and disciplinary demographic benchmarks in their candidate pool. When benchmarks are not met, the dean will be consulted, and at minimum, the search timeline could be extended
- Meet with search committees to review candidate availability pool and check in with search committee at least every 30 days after the ad has been released
- Consult with search committees throughout the lifespan of the recruitment process, from placement of the ad to the formation of long and short lists and candidate interviews
- Provide guidance and materials—including appropriate rubrics—to search committees to facilitate the evaluation of candidates’ research, teaching, service, and diversity, equity, and inclusion efforts, including the assessment of *Contributions to Diversity, Equity, and Inclusion (DEI) Statements* (informally known as “Diversity Statements”)
- Help search committees ensure that candidates coming to campus can meet or connect with any relevant interest groups, for instance, Women in Science, Technology, Engineering and Math (STEM), the Critical Race and Ethnic Studies Faculty, Women’s, Gender, and Sexuality Studies minor (WGSS) Faculty Working Group, the UC President’s Postdoctoral Fellowship Program local advisory group, the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) faculty group
- Serve as a liaison between deans and hiring units to help find excellent candidates who contribute to critical diversity, equity, and inclusion needs of our campus community
- Serve as a confidential liaison to any faculty member involved in a search who has concerns or recommendations about the search process
- At the conclusion of the search, contact search committee chairs to ensure that chairs complete the Chair’s Survey (available on AP Recruit), and to gather any confidential comments about the search process, including recommendations to improve future searches

Appointment of Faculty Equity Advisors

The Academic Senate’s Equity, Diversity and Inclusion Committee (EDI) will select at least one FEA per school, in consultation with the school deans and Associate Vice Provost (AVP, designee for the Vice Provost for Academic Personnel). The process, which is overseen by the AVP, is outlined below.

- By Week 5 of Spring semester, FEA needs should be identified (E.g., SSHA’s FEA completed the two-year term so one FEA is needed; SOE’s FEA completed the first of two years, so no FEA is needed)
- If all FEAs are continuing and no new FEAs are needed, EDI may simply approve of the current slate of FEAs
- If new FEAs are needed, EDI sends a call for nominations to all Senate faculty, no later than Week 7
- Nominations are collected and reviewed by EDI no later than the 10th week of Spring semester, at which time EDI identifies at least two faculty members who are willing to serve

- EDI discusses candidates no later than Week 12. When multiple candidates seem viable, EDI will solicit input from the AVP to make a final selection.
- EDI will seek input on the proposed FEAs from the deans in Week 13.
- If the deans agree with the proposed set of FEAs, the AVP notifies new FEAs via formal invitation letters, processed and sent to the new FEAs in Week 15.
- If there is disagreement on the proposed FEAs, the EDI Chair will seek guidance from the AVP, and together they will make the final selection.
- Any candidates under consideration but not selected as FEAs may be considered if new openings arise.