

# Roles and Responsibilities of Faculty Equity Advisors

## University of California, Berkeley

Each department or school on the Berkeley campus has a Faculty Equity Advisor who is appointed by the department chair or dean of the school to ensure that diversity and equity are considered in all aspects of the academic mission.

### Service as an Equity Advisor

Equity Advisors may be a single individual or the chair of a committee of individuals in an academic unit. They are active Senate members at either the associate or full professor level (exceptions must be approved by the Vice Chancellor for Equity and Inclusion). Service as an Equity Advisor (or on a committee chaired by one) counts towards promotion and merit. This particular service is recognized explicitly in APM 210-d in the area of advancing the institutional diversity agenda. Ideally, Equity Advisors will serve for several years to take advantage of their growing experience in complex matters related to equity, inclusion and diversity.

Two of the primary duties of Equity Advisors lie with faculty hiring and graduate recruitment and retention. In connection with these responsibilities, Equity Advisors may serve on admissions or search committees, but the only requirement is that they have sufficient contact with such committees to ensure that their knowledge is put into practice. Annual workshops provide Equity Advisors with information about effective practices in recruitment and retention, legal issues, faculty search assistance, graduate fellowships, and new programs, as well as an opportunity to learn from each other. A website with many resources is available. The Vice Chancellor for Equity and Inclusion will coordinate with the Office for Faculty Equity and Welfare, the Senate Committee on Diversity, Equity and Campus Climate, and the Graduate Division to provide information, advice, and assistance to the Equity Advisors.

### Roles of the Equity Advisor

The role of an Equity Advisor is to ensure attention to equity and inclusion in all aspects of the department's functions. Following are some guidelines for how Equity Advisors can support academic units in achieving their inclusion goals.

#### 1. Strategic Planning

Faculty Equity advisors participate in the strategic planning for diversity, equity, inclusion and belonging that is part of the Academic Program Review, making sure that these priorities are a meaningful part of the department or school's self-assessment and plans for future success.

#### 2. Faculty Recruitment and Retention

Faculty Equity Advisors serve as a resource to ensure equity and inclusion in faculty searches, support and success.

- Provide advice as needed to the chair/dean and to the search committee to ensure that diversity is being considered and that proactive and inclusive search practices are used for recruiting and selecting new faculty. The President's and Chancellor's Postdoctoral Programs have particularly attractive pools.
- Review the demographic diversity of the availability pool, the applicant pool, the candidates selected for interviews, and the faculty in the academic unit. Equity Advisors must approve the search plan,

applicant pool and short list, and sign off on final search report. When necessary, provide advice and support to the search committee and/or consult with the Office for Faculty Equity and Welfare and the Vice Chancellor for Equity & Inclusion to help ensure that diversity and equity are fully considered in the hiring process.

- Be available to consult with faculty on how to effectively present the diversity work they may have done in their merit/promotion cases (see APM 210-d).

### **3. Graduate Student Admission and Advancement**

Faculty Equity Advisors consult with graduate admissions committees to ensure equity and inclusion in graduate admissions and fellowships. Faculty Equity Advisors also may be a resource for graduate retention and success.

- Consult with the graduate admissions committee to: (1) confirm that diversity is being considered and that proactive practices are used for recruiting and selecting new graduate students, (2) follow-up regarding specific student admission cases as necessary, and (3) support requests for additional admissions allocations to increase departmental diversity.
- Provide assistance to the academic unit: (1) to make sure qualified students are nominated for diversity fellowships or other forms of support, (2) to encourage faculty participation in the fellowship committee.
- Review the demographic diversity of the applicant pool, the admitted pool, and the graduate students in the academic unit. When necessary, work with the unit, the divisional Diversity Director (where one exists), and the Office for Graduate Diversity toward increased equity and inclusion in graduate admissions.
- Be a resource to the chair/dean to best ensure that all graduate students are making adequate progress and receiving the attention they need. When necessary, work with the academic unit and with support from the Office for Graduate Diversity in resolving any issues.

### **4. Climate of Equity and Inclusion**

Faculty Equity Advisors serve as a resource for promoting a positive department climate by contributing to policies and practices that support equity and inclusion, such as climate surveys and effective responses to identified climate issues.

- Help to foster a hospitable environment for welcoming and socializing new staff, faculty, and students to the academic unit by being aware of and promoting best practices.
- Work with staff, faculty, and students to ensure that intra-academic unit policies, practices, and procedures foster a friendly, fair, and professional environment.
- Serve as a resource for addressing equity and inclusion issues that affect the unit's cultural climate. Consult with the chair/dean or appropriate campus officers when necessary to deal with challenging problems.
- Review climate survey and other relevant data when available. Share such data with the faculty in the department/school. Participate in plans for change, if necessary.