July 22, 2016

Advisory to Deans #AA2016-08

DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, CHAIRS, AND ACADEMIC PERSONNEL ANALYSTS

Re: Upgrade requests and Diversity Statements for Ladder-Rank Recruitments

Dear Colleagues,

California's demographic diversity continues to increase, yet UC's faculty diversity continues to lag far behind. Increasing the representation of women and historically underrepresented minorities in our faculty is critical if we are to gain access to the talent pool in all sectors of the population as a means to generate new knowledge and solve the critical problems that face humanity and our planet.

Although increasing diversity in, and equality of access to, higher education is a critical priority for the University and the nation, it is University policy that a candidate's gender, ethnicity or other personal characteristics not be considered in evaluation or selection of faculty. Accordingly, to attract candidates who will contribute to advancing diversity, equal opportunity and inclusion in the academy, search committees must consider past or proposed contributions to diversity in the overall review process. In addition, our recruitments should include substantial outreach activities to increase the diversity of applicant pools for faculty positions.

In light of these imperatives, I am announcing the following changes in our recruitment procedures for 2016-2017.

Upgrade Requests

Effective July 25, 2016, upgrade requests for Senate recruitments that are open above the Assistant or PSOE rank are no longer required. The department chair should discuss with the Dean the rank of the recruitment prior to submitting the search plan, based in part on the five-year academic plan for the department. Given the difficulties that can arise when comparing candidates at very different career stages, justification should be provided for recruitments that are open at both senior and junior ranks.

Candidate Outreach Requirement

Also, effective July 25, 2016, every search plan for a Senate recruitment must include a list of at least eight scholars who are prominent in the relevant fields and who will be asked to suggest names of potential applicants from groups underrepresented within that area of scholarship/creative activity or within higher education generally (e.g. women and other underrepresented minorities)**.** In addition, **for recruitments open to ranks above the Assistant or PSOE level, the Search Plan must include a list of at least 8 scholars from groups that are underrepresented in the relevant discipline or higher education generally** (e.g. women and/or underrepresented minorities), and who could be attractive recruitment targets for the faculty position. These scholars will be informed of the position and asked if they have interest in applying. If not interested, they will be asked to suggest names of potential applicants who are from groups underrepresented within that area of scholarship/creative activity, or higher education generally. For all recruitments, listed and recommended scholars should be contacted personally by the department chair, search committee chair, or another search committee member.

These lists of 8 or more contact names should be uploaded into Recruit under Search Info -> Documentation -> Search Plan Documents. In addition, the names of potential applicants and the names of potential applicants suggested by initial contacts must be reported in the "Actual Search & Recruitment Efforts" when the Academic Recruitment Analysis Report: Shortlist is generated. A sample form to capture all the required information is provided in Appendix A.

Statement of Contributions to Diversity (Supersedes: AA2015-05)

Two years ago the "Statement of Contributions to Diversity" was added to UC Recruit as a default document that could be selected when setting up a recruitment. At that time, departments were not required to include the "Statement of Contributions to Diversity" in the optional applicant documents. **Effective July 25, 2016, all Senate recruitments require the "Statement of Contributions to Diversity" to appear as a required document upload for Senate faculty applicants.** The applications for Senate recruitments will not be considered complete unless a "Statement of Contributions to Diversity" is received by the review date. Contributing to academic diversity and equal opportunity is a criterion for excellence at UC Davis.

For non-Senate recruitments, the "Statement of Contributions to Diversity" continues to be required to appear as an optional document upload for applicants. Diversity statements must be reviewed, considered and valued by the recruitment committee, regardless of whether or not every applicant submitted a diversity statement. This allows search committees and hiring departments to evaluate each candidate's past and/or planned contributions to diversity.

To assist both review committees and applicants, Academic Affairs has an informational webpage at http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html that includes information about why we request diversity statements, as well as guidelines for writing one.

Attached is a step-by-step "how to" for changing or restoring UC Recruit settings so that departments can add the "Statement of Contributions to Diversity" to their online recruitment documents (see Appendix B). Also, we want to take this opportunity to remind you that it is important to advertise our campus's generous Work Life Programs during faculty recruitments (see Appendix C for ladder-rank recruitments). We have included a long-version description of the Work Life program to be used in Recruit and department website, as well as a short-version that may be included in job advertisements.

Nationwide, universities like ours are realizing that applicant and interview pools can be enriched by providing applicants an opportunity to discuss their contributions to diversity, and by evaluating such contributions as an important component of academic excellence. Contributions to diversity are an important element of academic excellence and should be afforded appropriate weight in decision-making processes. Contributions to diversity should be considered on the first round of review and in every level of review thereafter in the evaluation of candidates' overall qualifications. Contributions to diversity may be considered as a tie-breaker between similarly ranked candidates, but should not be considered as only adding value during the final stage of review. In Appendix D, we provide recommendations for including language in the position description and in advertising that demonstrates UC Davis' commitment to diversity and inclusion, and highlights some of our accomplishments in this area.

Thank you in advance for your support of these new processes. If you have any questions, comments or concerns, please do not hesitate to contact Kelly Anders, Director of Academic Personnel & Systems (kanders@ucdavis.edu, 530-754-8268), or Philip Kass, Associate Vice Provost (phkass@ucdavis.edu, 752-6069).

Sincerely,

Maureen L. Stanton
Vice Provost-- Academic Affairs
Distinguished Professor-- Evolution and Ecology

/kla

Planned Outreach to Traditionally Underrepresented Groups

Department:

Recruiting Field(s):

Recruit JPF Number:

Building diversity in our faculty is a high priority for UC Davis.

For all recruitment, please provide a list of eminent scholars in the recruitment disciplinary area who will be contacted personally and asked to recommend women and/or members of other underrepresented groups who would be attractive recruitment targets for this faculty position or who may suggest names of other qualified applicants who are women and/or members of underrepresented groups.

Candidate	Current Institution	Email address	Outreach Designee (current faculty member)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

For recruitments that are open to levels above the Assistant or PSOE ranks, please provide a list of at least eight women and/or members of underrepresented groups who would be attractive recruitment targets for this faculty position or who may suggest names of other qualified applicants who are women and/or members of underrepresented groups.

Candidate	Current Institution	Email address	Outreach Designee (current faculty member)
1.			
2.			
3.			

4.			
5.			
6.			
7.			
8.			

Please feel welcome to expand this table to add additional names.

I certify the above candidates will be personally contacted as outlined.

_____

Search Committee Chair Signature

APPENDIX B: HOW TO REQUEST A DIVERSITY STATEMENT IN LADDER RANK RECRUITMENTS

After you have set up a basic recruitment in UC Recruit, you may select "Configure for Online Applicant Management". This is the step in which you will establish what documents are requested, whether they are optional or required, how many reference contacts and/or letters are required, and a few other configurations. These configurations cannot be modified once you have received your first applicant.

If the "Statement of Contributions to Diversity" needs to be added to a recruitment, follow the steps below. Note: applicant requirements cannot be edited after the first application has been initiated.

- Locate the recruitment and select "Update Online Applicant Requirements".
- Select "Documents & References from the left-hand column.
- Select the "Add" button at the top of the document list. A pop-up window will open.
- Enter in the "Document name" field: *Statement of Contributions to Diversity*.
- Enter in the "Optional description" field:
  Please visit http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html for information about why diversity statements are requested and guidelines for writing a diversity statement.
- Select the correct radio button that corresponds with whether or not your department wishes to make this a Required or an Optional document.
- Select the "Add" button in the pop-up. This will add the document to the list.
- Newly added documents appear automatically at the bottom of the list. Use the "Reorder" button, next to "Add", to change the order of how the documents will be viewed by the applicants.

APPENDIX C: ADVERTISING WORK-LIFE PROGRAM IN LADDER RANK RECRUITMENTS

Recruit is a perfect opportunity to advertise the UC Davis work life programs in your faculty recruitment advertisements. You may also want to use this language on your departmental website postings.

How to: When setting up your faculty recruitments in UC Recruit (https://recruit.ucdavis.edu/), you may enter the information below in the recruitment "Description" field (see image below). The character limit in this field is very large, so many departments are also pasting the entire faculty posting in this field. Even if you have already set up the recruitment and received applications, you can still edit the Description field in Recruit. I have created a sample in the training environment (https://training.recruit.ucdavis.edu/apply/JPF00274). If you need assistance, please review the help manual (https://recruit.ucdavis.edu/analyst/help) or contact ap-recruit@ucdavis.edu.
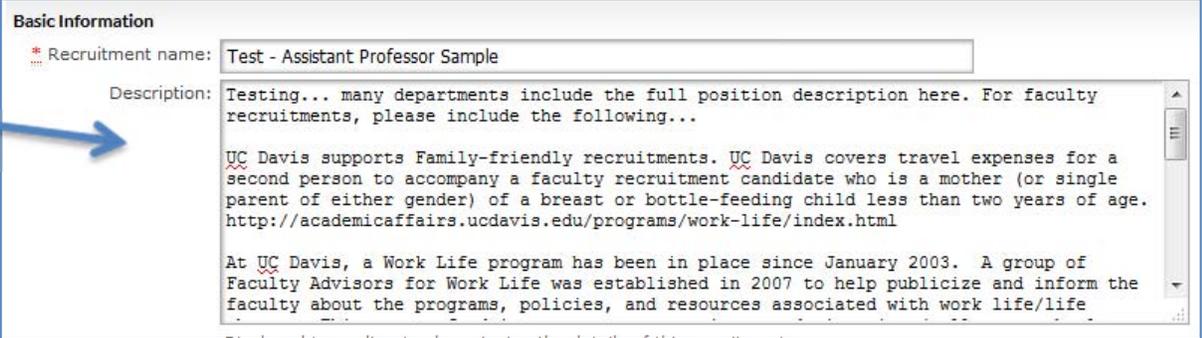
Long version to include in the description field in UC Recruit for faculty recruitments only:

UC Davis supports Family-friendly recruitments. UC Davis covers travel expenses for a second person to accompany a faculty recruitment candidate who is a mother (or single parent of either gender) of a breast or bottle-feeding child less than two years of age. **http://academicaffairs.ucdavis.edu/programs/work-life/index.html**

At UC Davis, a Work Life program has been in place since January 2003. A group of Faculty Advisors for Work Life was established in 2007 to help publicize and inform the faculty about the programs, policies, and resources associated with work life/life changes. This group of advisors represents various academic units (colleges, schools, divisions) on the campus. The following summarizes the programs and updated UC policy. **http://academicaffairs.ucdavis.edu/programs/work-life/index.html**

The UC Davis Partner Opportunities Program (POP) is a service designed to support departments and deans offices in the recruitment and retention of outstanding faculty. Eligibility is limited to full-time Academic Senate Ladder Rank faculty, Cooperative Extension Specialists, and in a few instances, members of the Senior Management Group. **http://academicaffairs.ucdavis.edu/programs/partner-opp/index.html**

For questions regarding how these policies/programs affect academic appointees, contact:
Matilda Aidam, Director
Faculty Relations and Development,
(530) 752-7643

UC Davis is a smoke- and tobacco-free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any property owned or leased by UC Davis-- indoors and outdoors, including parking lots and residential space.

Short version to include in faculty job announcements:
UC Davis supports family-friendly recruitments. See: http://academicaffairs.ucdavis.edu/wl-brochure.pdf

APPENDIX D: ADVERTISING UC DAVIS' COMMITMENT TO DIVERSITY AND INCLUSION IN LADDER RANK RECRUITMENTS

Examples of statements for use in position descriptions:

- We are actively seeking faculty who aspire to educate a student body rich in diversity with respect to gender, ethnicity, first-generation students, socioeconomic status, and academic interests.
- We particularly value faculty who are committed to mentoring and educating students from the broadest possible cross-sections of their communities and countries.
- We especially welcome applicants whose research, teaching, and community outreach demonstrably attest to their commitment to inclusion of under-represented and/or non-majority individuals into their respective area of specialization within their discipline.
- We welcome applicants who have shown a commitment to educating and mentoring a diverse student body to expand opportunities and enhance personal growth, retention, and academic success.
- UC Davis is the recipient of a 2012 ADVANCE Institutional Transformation grant from the National Science Foundation to increase the participation and advancement of women in academic science and engineering careers.
- UC Davis was ranked #1 in 2016 on Forbes Magazine list of the 13 most important STEM (Science, Technology, Engineering, and Mathematics) universities for women, and is expecting to earn the U.S. Department of Education's "Hispanic Serving Institution" designation by 2018-2019.
- UC Davis celebrates the multi-cultural diversity of its student body by creating a welcoming and inclusive environment for students through such organizations and programs as the Center for African Diaspora Student Success; the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resource Center; Casa Cuauhtémoc Chicano-Latino Theme House; Asian Pacific American Theme House; ME/SA (Middle Eastern/South Asian) living-learning community; Multi-Ethnic Program (MEP); and Native American Theme Program.