DIVISIONAL CONTRIBUTIONS TO DIVERSITY WORKSHEET

For the academic year 2012/13 Recruitment Interim Reports will require departments to attach the search committee methods for evaluating contributions to diversity statements that have been approved by the dean, as well as a description of plans for how contributions to diversity will be incorporated into the recruitment process, approved by the dean.

This worksheet is provided to assist divisions in developing the required documents.

Faculty Equity Advisors should work within their division to develop the methods and plans. Once developed, FEA's (or in their absence, the dean's office) should submit to AVC- FE Ferrante (jferrante@ucsd.edu) for review. AVC- FE Ferrante will provide an endorsement and send on to the dean for final approval.

Dean approved methods and plans should be provided to their department chairs and departmental and divisional search committees, and submitted to ADEO (adeo@ucsd.edu).

1. **Describe the method (with minimum score = 0, and maximum score = 5) to be used for evaluating contributions to diversity statements. (An example is provided below).**

2. **Describe how contributions to diversity will be incorporated into the recruitment process, from interviews through final selection. (An example is provided below).**

Example of (generic) scoring method to be used for evaluating Contributions to Diversity statements:

- Provides a statement of contributions to diversity (1 point)
- Indicates awareness of inequities and challenges in education faced by historically underrepresented or economically disadvantaged groups, and the negative consequences of underutilization (0-1 points)
- Demonstrates a track record and measure of success in activities (such as mentoring, teaching or outreach) that aim to reduce barriers in education or research for underrepresented or economically disadvantaged groups (0-2 points)
- Specific plans to contribute at UC San Diego through campus programs, new activities, or through national or off-campus organizations (0-1 points)

Example of how contributions to diversity will be incorporated into recruitment process:

During each applicant interview, the department chair (or a small group of faculty) will meet with each candidate to discuss their past or potential contributions to diversity, and each candidate will be given the opportunity to ask questions, pursue further information, and meet with the divisional Faculty Equity Advisor. After the interview, each candidate will be asked to submit a written response to a small set of questions related to past or planned activities contributing to diversity. These questions are:

1. Based on the information on our web site and what you have learned from your visit, how do you suggest we improve diversity efforts? Please give specifics.
2. How have you or will you engage other colleagues in diversity efforts?
3. If you join us at UCSD, what would be your plans to help recruit and/or retain underrepresented minority students in our field (or in higher education)?

During the faculty meeting(s) where candidates are discussed, these responses and the initial applicant contributions to diversity statements will be considered for each candidate before final selection.