

Diversity and Search Advocate (DASA)

Diversity and search advocates are trained, search committee members who promote equity, consistency, and diversity on University of Richmond faculty searches.

QUALIFICATIONS OF THE DIVERSITY AND SEARCH ADVOCATE

The Diversity and Search Advocate (DASA) should be an Associate or Full professor, preferably from outside of the department conducting the search. The DASA should be chosen before the department begins to craft the ad for the new position. Ideally, the DASA should be chosen as soon as possible after notification of approval to begin the search process.

EXPECTATIONS FOR DASAs

DASAs will be fully engaged in the search process from start to finish to assist the department in running the best possible search process. DASAs are not expected to control the outcome of the search or be the search chair. If they are external to the department they should not have voting privileges. If they are internal to the department they should have a vote. If the DASA becomes concerned about the progress of the search, they should reach out to the dean or associate dean of the school in which the search is occurring for support.

The following outlines expectations of the Diversity and Search advocate during each stage of the search process.

Before the Search

The DASA will:

- Attend an orientation session developed to train search advocates on best practices in faculty search and hiring and that gives due consideration to all candidates.
- Actively participate in the creation of the job ad.
- Assist the committee with the creation of a written search plan.
- Assist the committee with the creation of an outreach plan for the position that will attract a diversity of applicants. (This can include having fellow committee members make calls and send e-mails or letters to a wide range of contacts asking for potential candidates, specifically individuals that have diverse backgrounds or experiences.)
- Utilize supplemental guidelines and resources, available on the Provost's website.

During the Search

The DASA will:

- Attend all search committee and department meetings related to the search.
- Continue to consult with search committee members to maintain awareness of the goal of promoting equity, diversity, and inclusivity.
- Proactively insure that diversity and commitment to values of inclusive excellence are both considered as positive qualifications in the consideration of candidates.

- Encourage use of standard evaluation tools/rubrics throughout the selection process to maintain consistency of evaluation.
- Ensure that each candidate is evaluated on all dimensions listed in the job ad.
- Prompt the department to discuss how criteria listed in job ad will be weighted and valued, prior to interviewing candidates.
- Consult with the dean or assistant/associate dean regarding the demographics of the pool at each stage that the applicant pool is narrowed.
- Ensure that each candidate is asked about or has demonstrated their commitment to diversity and inclusion.
- Utilize supplemental guidelines and resources, available on the Provost's website

After the Search

The DASA will:

- Debrief, with the Dean and or Associate Dean and Department Chair on how well the search committee adhered to best practices throughout the search process.
- Fill out a survey from the Provost's office regarding the search.