



November 4, 2013

**DEANS AND DEPARTMENT CHAIRS**

RE: Diversity in the Review Process: Guidelines for Faculty

Dear Colleagues:

Faculty activity that advances access, diversity and equal opportunity is an important part of the mission of the University of California. The Academic Personnel Manual (APM) recommends that faculty be encouraged and recognized for contributing to this vital priority of the university. The relevant section of APM 210.1-d is provided below.

The University of California is committed to excellence and equity in every facet of its mission. Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California's diverse population, or research in a scholar's area of expertise that highlights inequalities. Mentoring and advising of students or new faculty members are to be encouraged and given recognition in the teaching or service categories of academic personnel actions.

The personnel process at UCI provides for faculty to discuss their activity in at least two places. These are the self-statement and the MyData Review Profile. The narrative and summary formats permit faculty to detail the nature and impact of their activity and its relevance to the field, the department, school, campus or wider public. In providing context to faculty activity, the self-statement and the review profile enhances the quality of the evaluation of their contributions to diversity at the different levels of review—i.e. department, school, and campus.

Attached are guidelines designed to ensure that such faculty activity is appropriately evaluated and rewarded. Please review and share them with your department and school faculty.

Howard Gillman  
Provost and Executive Vice Chancellor

Attachment

C: Chancellor Drake  
Vice Provost Killackey  
Associate Vice Provost Haynes

## Diversity in the Review Process: Guidelines for Faculty

The Academic Senate adopted in 2009 the following broad definition of diversity.

Diversity—defining features of California’s past, present and future—refers to a variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, socioeconomic status, geographic region and more. (For the complete statement, please visit the website <http://diversity.universityofcalifornia.edu/diversity>.)

Use the Self-statement to describe and the Review Profile to document your activities. This will assist the department faculty and chair, school dean, CAP, provost and chancellor to understand and appreciate the significance of your activity. Be specific when describing the nature and impact of the research, teaching, and service activity that advances access, diversity and equal opportunity.

Your descriptions should address:

- *How the activity advances equal opportunity and diversity:* the ways it explores underrepresented or understudied populations or communities, cultures and practices; or illuminates societal inequalities or disparities.
- *What the significance or impact of the activity is:* how it builds or extends research problems or areas; raises awareness in local or state or national or international contexts; contributes to equitable access to education and broadens participation in higher education through outreach or mentoring or recruitment or student placement; addresses societal disparities or inequalities; or aligns with Category 7 (Multicultural Studies) of the General Education requirements.
- *The extent the activity has been recognized:* document and describe any and all of the following: competitive funding; any appearance in a peer reviewed journal or publication as a book; significant contribution to high impact online journalism such as a blog or curated web-page; selection for commendation by campus unit, professional association or public service organization; or has the faculty member served on a taskforce or been elected to a leadership position in an affinity group organization or a committee within a professional organization.