

Interoffice Memo

DECADE Graduate Program Mentors: Selection, Duties, Rewards

Guidelines for Selection

- Tenured faculty member, full professor preferred, but the position is open to associate professors
- Demonstrated commitment to diversity and equity at undergraduate, or graduate, or faculty levels
- Experienced in advising, training and graduating MFA or Doctoral Students

Duties

- Build and sustain a diverse student population and an inclusive culture
- Attend annual ADVANCE Equity and Diversity Institute
- Attend quarterly ADVANCE/DECADE meetings
- Collaborate with School Equity Advisor and Associate Dean on School-wide Climate
- Present data and best practices to graduate program admissions committee
- Meet quarterly with the DECADE Student Council
- Submit quarterly reports of activities

Rewards

- Contribute to an intentionally inclusive culture for graduate education excellence
- Recognition in merit and promotion reviews for service that advances diversity in the mission of the university
- Eligible for GRS award competition open to all DECADE Mentors.