Guidelines for Chairs & Directors

• Inform faculty about the Career Equity Review process
  http://www.ap.uci.edu/Equity/careerrev.html

• Review retention offers for equity

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UCI Guidelines for Transparency and Inclusion

APM 245, revised and adopted in July 2005, clarified the responsibilities of chairs and equivalent officers in “maintaining an affirmative action program for faculty and staff recruitment and retention consistent with University affirmative action policies.” These guidelines for chairs and directors consolidate existing policies and include other effective practices for promoting a faculty culture of transparency and inclusion.

They also afford deans with a framework for the recruitment, appointment and review of chairs as part of their duties as senior academic administrators.

I. Foster a culture of transparency and inclusion:

- Provide department/program by-laws or constitution, teaching and service workload expectations, meeting procedures, and schedule of meetings
- Incorporate campus diversity programming in departmental meetings or events
- Encourage faculty participation in mediation and conflict resolution courses http://www.oecd.uci.edu/
- Attend UCI ADVANCE Equity & Diversity Institute

II. Ensure equal opportunity in faculty search and recruitment process:

- Attend search committee presentations by equity advisor
- Appoint diverse search committee
- Encourage supplemental outreach efforts through advertising, conferences, and expanded faculty networks
- Submit completed AP-80a and AP-80b forms to Equity Advisor and dean’s office for evaluation and approval

III. Promote equity in faculty advancement:

- Discuss faculty diversity activity in the review process http://ucop.edu/acdpersonnel/apm/apm-210.pdf
- Sponsor forums to highlight the research of new and continuing faculty

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