• Describe review process for new faculty and meet with junior faculty annually to discuss their progress
  http://www.ap.uci.edu/APP/1-12_access.html

• Discuss APM 210 with regard to diversity in the review process
  http://www.senate.uci.edu/senatetweb/default2.asp?active_page_id=762

• Encourage participation in school-based faculty career advising and campus career development programming

• Sponsor forums to highlight the research of new and continuing faculty

• Assign service obligations equitably

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

• Review retention offers for equity.
UCI Guidelines for Chairs and Directors

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 inclusion and transparency.

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

I. Foster a culture of transparency and inclusion:

- Provide department/program by-laws or constitution, meeting procedures and/or rules of order, and schedule of meetings
- Incorporate campus diversity programming in departmental meetings or events as well as encourage faculty participation in mediation and conflict resolution courses
  http://www.eod.uci.edu/
- Complete State of California (AB1825) Mandated Sexual Harassment Prevention Training
  http://www.eod.uci.edu/

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

- Coordinate searches for regular appointments
  http://www.ap.uci.edu/appointments/trackingOV.html
- Adopt ADVANCE effective practices in search process:
  ♦ Consult with Equity Advisor
    http://advance.uci.edu regarding search plans
  ♦ Appoint diverse search committees
  ♦ Support supplemental outreach efforts through advertising, conferences, expanded faculty networks.
- Become familiar with Office of Equal Opportunity and Diversity web-based resources:
  ♦ National availability statistics
    http://www.eod.uci.edu/availstats.html
  ♦ RECRUIT
    http://recruit.ap.uci.edu/
- Submit completed forms AP-80a and AP-80b to Equity Advisor and dean’s office for evaluation and approval.
- Encourage participation in the UC President’s Postdoctoral Fellowship Program, i.e. as a mentor, selection committee mentor or service on the program advisory committee.
  http://www.ucop.edu/acadadv/ppfp/welcome.html

III. Promote equity in faculty advancement:

- Preserve confidentiality in all personnel reviews.

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