

October 31, 2014

**Advisory to Deans #AA2014-06**

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS,  
CHAIRS, AND ACADEMIC PERSONNEL ANALYSTS**

Re: Use of Diversity Statements for Ladder-Rank Recruitments

Dear Colleagues,

California's demographic diversity is increasing, yet UC's faculty diversity has not kept pace. Increasing diversity to better reflect California's population is fundamental to our mission as a public institution and imperative to achieving our full potential and impact. It is university policy that a candidate's race, gender, ethnicity, or other personal characteristics not be considered in evaluation or selection of faculty. However, to attract candidates who will contribute to advancing diversity, equity, and inclusion, search committees may consider past or proposed contributions to diversity in the overall review process. In partnership with ADVANCE, we offer the following guidance for upcoming ladder rank faculty recruitments.

We now recommend that a "Statement of Contributions to Diversity" be requested of all applicants to ladder-rank faculty recruitments. This allows search committees and hiring departments to evaluate each candidate's past and/or planned contributions to diversity. Unless the recruiting department opts out of using the "Statement of Contributions to Diversity", recruitment documents should be composed in a way that strongly encourages candidates to complete the statement. However, it is important to remember that applicants should not be required to provide the statement.

Academic Affairs has a new informational webpage at [http://academicaffairs.ucdavis.edu/diversity/equity\\_inclusion/index.html](http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html) that includes information about why we request diversity statements, as well as guidelines for writing one. In UC Recruit, the "Statement of Contributions to Diversity" is currently made available to applicants as the default, and the default description of the document has been updated to direct the applicant to this webpage.

Nationwide, universities like ours are realizing that applicant and interview pools can be enriched by providing applicants an opportunity to discuss their contributions to diversity, and by evaluating such contributions as an important component of excellence. Although we are for now only encouraging departments to offer faculty position applicants this opportunity, it is also possible for colleges and schools to require this of all recruitments within their units. Attached is a step-by-step "how to" for changing or restoring UC Recruit settings so that departments can add the "Statement of Contributions to Diversity" in their online recruitment documents. For your convenience, I have also attached a reminder on how to advertise our campus's generous Work Life Programs in ladder-rank recruitments.

Sincerely,



Maureen L. Stanton  
Vice Provost-- Academic Affairs  
Distinguished Professor-- Evolution and Ecology

## HOW TO: REQUEST A DIVERSITY STATEMENT IN LADDER RANK RECRUITMENTS

After you have set up a basic recruitment in UC Recruit, you may select “Configure for Online Applicant Management”. This is the step in which you will establish what documents are requested, whether they are optional or required, how many reference contacts and/or letters are required, and a few other configurations. These configurations cannot be modified once you have received your first applicant.

If the “Statement of Contributions to Diversity” needs to be added to a recruitment, follow the steps below. Note: applicant requirements cannot be edited after the first application has been initiated.

- Locate the recruitment and select “Update Online Applicant Requirements”.
- Select “Documents & References from the left-hand column.
- Select the “Add” button at the top of the document list. A pop-up window will open.
- Enter in the “Document name” field: *Statement of Contributions to Diversity*.
- Enter in the “Optional description” field:  
Please visit [http://academicaffairs.ucdavis.edu/diversity/equity\\_inclusion/index.html](http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html) for information about why diversity statements are requested and guidelines for writing a diversity statement.
- Select the correct radio button that corresponds with whether or not your department wishes to make this a Required or an Optional document.
- Select the “Add” button in the pop-up. This will add the document to the list.
- Newly added documents appear automatically at the bottom of the list. Use the “Reorder” button, next to “Add”, to change the order of how the documents will be viewed by the applicants.

The screenshot shows the UC Recruit interface. At the top, there are navigation tabs: Applications, Admin, Reports, and Help. The user is logged in as Kelly L. Anders. The main content area is titled "Documents: Assistant Professor of Testing". A "New Document" pop-up window is open, allowing the user to add a new document. The pop-up contains the following fields and options:

- Document name: Statement of Contributions to Diversity
- Optional description: Please visit [http://academicaffairs.ucdavis.edu/diversity/equity\\_inclusion/index.html](http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html) for information about why diversity statements are requested and guidelines for writing a diversity statement.
- Type:  Required,  Optional

Below the pop-up, there is a "Documents" section with a table of existing documents. A red arrow points to the "Add" button in this section.

Document	Optional Comment or Description	Type	Actions
Cover Letter		Required	<a href="#">Edit</a> <a href="#">Delete</a>
Curriculum Vitae	Your most recently updated C.V.	Required	<a href="#">Edit</a> <a href="#">Delete</a>
Statement of Research		Required	<a href="#">Edit</a> <a href="#">Delete</a>
Statement of Teaching		Required	<a href="#">Edit</a> <a href="#">Delete</a>
Writing Sample 1		Required	<a href="#">Edit</a> <a href="#">Delete</a>
Writing Sample 2		Required	<a href="#">Edit</a> <a href="#">Delete</a>
Writing Sample 3		Optional	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table, there is a "References" section with the following options:

- Type:  None - this recruitment does not require references
- Only contact information - only ask for reference email and address - letters will be requested by the department as needed
- Letters of recommendation - allow references to login and provide their letters when requested by the applicant

Number:  to   
 \*Show references to:   
 Restrict reference viewing to certain members of the search committee

Here is an image of how this configuration will appear to the applicant:

The screenshot shows the applicant view of the recruitment requirements. The page is titled "REQUIREMENTS" and is divided into two sections: "DOCUMENTS" and "REFERENCES".

**DOCUMENTS**

- Cover Letter
- Curriculum Vitae - Your most recently updated C.V.
- Statement of Contributions to Diversity - Please visit [http://academicaffairs.ucdavis.edu/diversity/equity\\_inclusion/index.html](http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html) for information about why diversity statements are requested and guidelines for writing a diversity statement. (Optional)
- Statement of Research
- Statement of Teaching
- Writing Sample 1
- Writing Sample 2
- Writing Sample 3 (Optional)

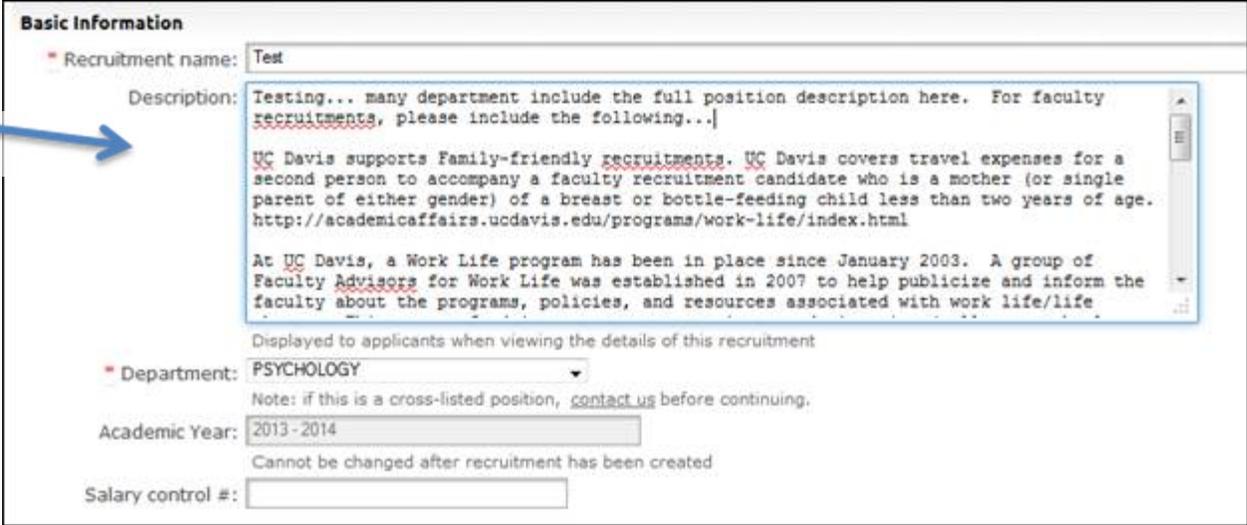
**REFERENCES**

- 3-5 letters of reference required

## **REMINDER:** ADVERTISING WORK-LIFE PROGRAM IN LADDER RANK RECRUITMENTS

We want to remind you about the opportunity to advertise the UC Davis work life programs in your faculty recruitments. We have provided a summary of our programs at the bottom of this message. Recruit is a perfect opportunity to include this information in your faculty recruitment advertisements. You may also want to use this language on your departmental website postings.

How to: When setting up your faculty recruitments in UC Recruit (<https://recruit.ucdavis.edu/>), you may enter the information below in the recruitment "Description" field (see image below). The character limit in this field is very large, so many departments are also pasting the entire faculty posting in this field. Even if you have already set up the recruitment and received applications, you can still edit the Description field in Recruit. I have created a sample in the training environment (<https://training.recruit.ucdavis.edu/apply/JPF00274>). If you need assistance, please review the help manual (<https://recruit.ucdavis.edu/analyst/help>) or contact [ap-recruit@ucdavis.edu](mailto:ap-recruit@ucdavis.edu).



**Basic Information**

\* Recruitment name:

Description: http://academicaffairs.ucdavis.edu/programs/work-life/index.html  
  
At UC Davis, a Work Life program has been in place since January 2003. A group of Faculty Advisors for Work Life was established in 2007 to help publicize and inform the faculty about the programs, policies, and resources associated with work life/life changes. This group of advisors represents various academic units (colleges, schools, divisions) on the campus. The following summarizes the programs and updated UC policy. <http://academicaffairs.ucdavis.edu/programs/work-life/index.html>  
  
Displayed to applicants when viewing the details of this recruitment

\* Department:

Note: if this is a cross-listed position, [contact us](#) before continuing.

Academic Year:

Cannot be changed after recruitment has been created

Salary control #:

Information to include in the description field in UC Recruit for faculty recruitments only:

***UC Davis supports Family-friendly recruitments.*** UC Davis covers travel expenses for a second person to accompany a faculty recruitment candidate who is a mother (or single parent of either gender) of a breast or bottle-feeding child less than two years of age. <http://academicaffairs.ucdavis.edu/programs/work-life/index.html>

At UC Davis, a **Work Life** program has been in place since January 2003. A group of **Faculty Advisors for Work Life** was established in 2007 to help publicize and inform the faculty about the programs, policies, and resources associated with work life/life changes. This group of advisors represents various academic units (colleges, schools, divisions) on the campus. The following summarizes the programs and updated UC policy. <http://academicaffairs.ucdavis.edu/programs/work-life/index.html>

The UC Davis **Partner Opportunities Program (POP)** is a service designed to support departments and deans offices in the recruitment and retention of outstanding faculty. Eligibility is limited to full-time Academic Senate Ladder Rank faculty, Cooperative Extension Specialists, and in a few instances, members of the Senior Management Group. <http://academicaffairs.ucdavis.edu/programs/partner-opp/index.html>

For questions regarding how these policies/programs affect academic appointees, contact:  
Matilda Aidam, Director  
Faculty Relations and Development,  
(530) 752-7643

UC Davis is a smoke- and tobacco-free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any property owned or leased by UC Davis-- indoors and outdoors, including parking lots and residential space.