

August 20, 2007

DIVISIONAL ACADEMIC PERSONNEL COORDINATORS

RE: DIVERSITY LIAISON RESPONSIBILITIES

Dear Colleagues:

As discussed during the spring visits to each recruiting department and agreed upon by the deans at an AAC meeting, each 2007-2008 faculty recruitment search committee is asked to identify a diversity liaison. Although there is no formal reporting requirement, the diversity liaison is asked to focus attention on three areas: outreach, application review, and the campus visit.

- **Outreach**

- Search efforts should include all available avenues for publicizing faculty positions, including national publications, personal contacts, listservs, mailing lists, professional and academic conferences, and Web sites. The diversity liaison should collaborate with other committee members and department staff to identify multiple venues where the position can be advertised.
- The diversity liaison should ensure that, if available, discipline-specific venues that target under-represented groups are included when advertising and promoting the available position.

- **Application Review**

- 2007-2008 flyers invite applicants to submit statements addressing their contributions to diversity through their research, teaching, and/or service. The diversity liaison should be aware of, and bring to the committee's attention, applicants' contributions to diversity and involvement with diverse groups.

- **Campus Visit**

- Prior to visiting UCSC, all candidates should be asked whether they would like to meet with any particular person or group when they visit. This inquiry could be posed by the diversity liaison.
- When candidates are on campus, the diversity liaison should make certain that the topic of the candidates' interaction with diverse groups is addressed at some point during the interview.

If you have any questions or need additional information about the role and responsibilities of the diversity liaison, please contact Denise Barnes, dbarnes@ucsc.edu, 9-4689. The role of the diversity liaison will also be discussed during the fall recruitment meetings. It is possible that your dean may wish to add other duties.

Thank you for sharing this information with your recruiting departments.

Sincerely,



Pamela G. Peterson
Assistant Vice Chancellor
Academic Human Resources

cc: VPAA Galloway
Director Hiramoto
Divisional Deans
AHR Analysts