

## **INCLUSION ADVOCATE PROGRAM**

### **UPDATED 10/12/2016**

#### **I. Responsibilities of Inclusion Advocates and Search Committees regarding Inclusion Advocates**

An Inclusion Advocate serves in a formal role on search committees, with specific responsibilities to help ensure inclusive hiring practices. At a minimum and in consultation with the search committee chair, Human Resources, and the Affirmative Action/EEO Office as appropriate, an Inclusion Advocate will:

1. Serve on search committees for all full-time positions.
2. In most cases, be selected from outside the hiring department. A closely related department, even if within the same school or division, is encouraged. See <http://www.gvsu.edu/inclusion/inclusion-advocates-program-60.htm> for a list of Inclusion Advocates.
3. Review and approve recruitment plans and job advertisements prior to the beginning of a search.
4. Review availability and application pool data and, if necessary, suggest additional recruitment options and/or changes to the recruitment plan and/or search timeline.
5. Provide a statement reviewing the search process, and assuring full inclusive practices were implemented during the search, and/or acknowledging concerns related to the search prior to the final hire is approved.

#### **II. Criteria and Requirements for Inclusion Advocates**

Criteria for participation and requirements for orientation and on-going learning have been developed for faculty and staff. At a minimum, Inclusion Advocates must:

1. Attain tenure (faculty) or complete probationary status and 12 months of service (staff).
2. Apply/Reapply to be an Inclusion Advocate at [www.gvsu.edu/inclusion/advocate](http://www.gvsu.edu/inclusion/advocate).
3. Attend a 2-hour training session on GVSU's hiring procedures, inclusive recruiting practices, and the impact of implicit bias in hiring. Register at [www.gvsu.edu/sprout](http://www.gvsu.edu/sprout).
4. Annually, attend a 2-hour training session on inclusive recruitment and selection practices, and updates on GVSU's requirements for Affirmative Action/EEO.
5. Annually, attend at least one training or educational opportunity provided by the Social Justice Education program in the Division of Inclusion and Equity. See <http://www.gvsu.edu/socialjustice>. Individuals, departments, divisions, or units outside the Division of Inclusion and Equity may submit programs, trainings, or workshops to be considered for fulfilling this requirement by emailing [inclusion@gvsu.edu](mailto:inclusion@gvsu.edu). (Begins Winter 2017)
6. Participate in the evaluation of the program.

### **III. Exceptions to Hiring Committee Requirements and Inclusion Advocate Criteria**

Appointing Officers may request exemptions from Inclusion Advocate and/or search committee responsibilities and employees may request exceptions to the criteria and requirements for Inclusion Advocates by contacting the Director of Affirmative Action/EEO in the Division of Inclusion and Equity. See <http://www.gvsu.edu/affirmative/>.

- Departments/Units that do not demonstrate underutilization or have Affirmative Action Plan goals related to placement and promotions may request exemptions to all or individual requirements and use an alternative/expedited process. Written justification for the exemption and requested exemption(s) must be submitted.
- Individuals with demonstrated expertise, education, and/or experience in inclusive hiring practices, Affirmative Action, social justice education, employment law, human resources, and other fields may request exceptions to all or individual criteria. A resume/CV, or other relevant materials, written justification for the exception, and requested exception(s) must be submitted.
- Appeals to requests that are denied may be submitted to the Assistant Vice President for Equity, Planning, and Compliance, then the Vice President of Inclusion and Equity, or designee. See <http://www.gvsu.edu/inclusion/division-of-inclusion-and-equity-staff-122.htm>.
- Requests for exemptions or exceptions made by hiring managers or employees in the Division of Inclusion and Equity will be approved by the Associate Vice President for Human Resources, or designee.

### **IV. Recognition**

Inclusion Advocates play an important role in ensuring equitable and inclusive recruitment and hiring practices at GVSU. Work as an Inclusion Advocate should be recognized as vital service to the University in both personnel committees and staff evaluations. The Division of Inclusion and Equity will formally recognize the efforts and service of those who participate in the program.

### **V. Program Evaluation**

The Division of Inclusion and Equity continues to implement mechanisms to assess the impact and effectiveness of the Inclusion Advocate Program. Inclusion Advocates, hiring committee chairs, and hiring managers/Appointing Officers are asked to be involved in the evaluation process. Feedback, suggestions and lessons-learned will be documented via web-based survey instruments, debriefing interviews and focus groups. The input obtained will serve as an important source of information needed to make continuous improvements to the Inclusion Advocate Program. On-going feedback is always welcome and can be shared by writing to [inclusion@gvsu.edu](mailto:inclusion@gvsu.edu).