Diversity and Inclusion Advocates (DIA) Program

The Office of the Associate Dean of Human Resources, Equity, and Inclusion is implementing the Diversity and Inclusion Advocates (DIA) program. The DIA Program is an innovative pilot program comprised of a team of volunteers (faculty and staff) who are trained to address diversity climate issues to include concerns of equity, inclusion, and hostile/ intimidating behavior. Diversity and Inclusion Advocates will also be a resource for faculty and administrative leadership search committees to increase the diversity of applicant pools and ensure equity during the search and selection process.

Role and Responsibilities

Diversity and Inclusion Advocates (DIAs) will serve as a valuable resource to departments as an advocate for diverse faculty, staff and student inclusion and retention by focusing and being a resource for climate issues. In addition, Diversity and Inclusion Advocates, during the search process, will make possible the design of broader applicant pools by increasing the detailed scrutiny of a wide group of candidates. In all capacities, the DIA works diligently to promote the goals of the SMPH IDEA and agree to serve a 2-year renewable term.

Search Committee Responsibilities

- Attends at least the first Search Committee meeting for each faculty search in the department and conducts an unconscious bias overview and reviews best practices pertaining to diverse recruitment; may attend more meetings if possible.
- Provides advice and support to search committees and ensures that every qualified candidate is given equal consideration.
- Ensures that Search Committee members are familiar with University and SMPH policies; unconscious bias; appropriate interview questions; evaluation and selection of candidates; and collection and maintenance of documentation about the search process.
- Identifies key themes affecting the search process and recommends learning opportunities to departmental faculty, staff, and students.

Diversity and Inclusion Work Group

- Participates in meetings with other Diversity and Inclusion Advocates, Associate Dean of HR, Equity, and Inclusion and leadership in the Office of Faculty Affairs and Professional Development.
- Works with Department Chairs, Residency Directors, Vice Chair for Faculty Affairs/Faculty Development, and other department leadership for development of strategies for improving the faculty pipeline.
- Works with department leadership and the Associate Dean for HR, Equity, and Inclusion to ensure that appropriate and compliant searches are conducted.
- Works with department leadership and the Associate Dean for HR, Equity, and Inclusion to promote an inclusive climate for all members of the SMPH community.
Leadership and Advocacy Expectations

- Maintains a working knowledge of University and SMPH policies and procedures related to faculty searches, faculty tracks and appointments.
- Serves as a resource in defining faculty and administrative leadership positions and aligning the responsibilities and goals of the positions with the faculty track and needs of the department.
- Works with the SMPH HR Business Partner, Department Chair, and Search Committee Chair in creating the recruitment plan.
- Evaluates national pool data and participates in proactively designing the recruitment effort to assist in ensuring outreach through various methods (journal ads, direct contact, professional list serves, contacts at national meetings, etc.) to a broad pool of candidates for recruiting faculty and administrative leaders.
- Promotes diversity and inclusion professional and career development opportunities for SMPH.
- Solicits nominations and provides recommendations for recognition and career development awards.
- Serves as a confidential point of contact for diversity and bias related issues for faculty, staff and students. Refers issues and/or complaints to appropriate School/University resources as needed.
- Facilitates training or listening forums that provide a space to address diversity and inclusion issues as they arise locally and nationally.

DIA Orientation and Training

January: Unconscious Bias in the Interview Process, Brian Gittens, presenter
Topics included examining individuals’ own background and identity; recognizing the natural function of the human mind; identifying patterns of unconscious bias, and organizational leverage points in order to mitigate impact of unconscious bias; and identify strategies and tools that create transformational systemic change.

February: Searching for Excellence and Diversity, Search Process Overview, Kristen Seguin and Eve Fine, presenters
Topics included SMPH/UW policies and procedures governing search processes within SMPH; common challenges related to diversity and inclusion in the search process; the role of the DIAs in the search process and strategies for minimizing bias and fostering equity and inclusion in the search process.

March: Searching for Excellence and Diversity: Human Resources, Eve Fine, Brian Gittens, Luis A. Piñero, Jennifer Edgoose, Kristen Seguin, presenters
Topics included understanding effective strategies to writing Position Vacancy Listings (PVLs); strategies for advising a charge meeting; potential pitfalls in the screening review; and ways to recognize biases and other common pitfalls in the interview process.

April: Navigating Bias and Discrimination/Understanding Expectations and Engaging Campus Partners, Elizabeth Petty, Luis A. Piñero (Office of Equity and Diversity), Lauren Hasselbacher (Office of Compliance), Rosa Garner (Ombuds Office), Brian Gittens, presenters
Topics included SMPH Student mistreatment issues; reporting and responsibilities; Federal, UW System and UW Madison compliance regulations and expectations for affirmative action and equal opportunity;
Title IX; definitions, resources and reporting; overview of hostile and intimidating behavior; the role of the Ombuds Office; and utilizing SMPH Human Resources.

**May: Difficult Conversations and Safe Spaces, Rosa Garner, Mel Freitag (Diversity Officer, School of Nursing), Amy Rettammel, (Regulatory Specialist), presenters**
Topics included examples of hostile and intimidating behaviors (HIB) on campus; campus policy definition of HIB; addressing and preventing HIB; and resources to campus policies and process to help prevent and address HIB.

**June: DIA Pre-Launch Preparation and Case Review, Jennifer Edgoose, Kristen Seguin, Brian Gittens, presenters**
Topics included the announcement of the DIA Assignments, tools and processes to guide DIA activities and challenging practice scenarios for group review and discussion.