

Hiring for Inclusive Excellence Training FAQs

1. Where can I find the link to the training?

The link <https://training.xavier.edu> to the training is on the Office of Human Resources and the Office of Institutional Diversity and Inclusion websites.

2. Do all employees have to complete the training? What about faculty members who have completed the Diversity and Inclusion Teaching Academy?

Yes, all employees who are on a search committee have to complete the training. Some employees will be better versed on this topic than others and those that are more knowledgeable are invited to share their knowledge during the discussion sessions that will be facilitated by the Equity Advisor.

3. How often do I have to complete the training? Do I have to complete it for each search committee I serve on?

Employees only have to complete the training once every three years. They are expected to participate in the dialogue sessions for every search in which they are involved.

4. Whom do I contact if I have difficulty accessing the training?

If an employee is having trouble accessing the training they should contact the Help Desk at 745-HELP.

5. Whom do I contact if I am unable to print my Certificate of Completion?

If an employee is having trouble printing their Certificate of Completion they should contact the Help Desk at 745-HELP.

6. What are the qualifications needed to serve as an Equity Advisor?

The preferred qualifications for Equity Advisors are:

Faculty

- Currently serving or have served on a college diversity committee or equivalent diversity experience
- Completed at least Semester One of the Diversity and Inclusion Teaching Academy

Staff

- Currently serving or have served on a diversity-related committee or equivalent diversity experience
- Served in a role or have job responsibilities that promote diversity, inclusion, equity, and justice

Equity Advisor training is currently being developed and will soon be required for those who serve in that role.

7. Whom do I contact if I am interested in serving as an Equity Advisor?

Employees who are interested in serving as an Equity Advisor should contact the Associate Director, Institutional Diversity and Inclusion, Tracey DuEst at duestt@xavier.edu.

8. Whom do I contact to change the Equity Advisor assigned to my search?

If a hiring manager has concerns about the Equity Advisor assigned to their search they should contact their assigned HR Business Partner; Jim Hartman at hartmanj@xavier.edu or Nike Cline-Bailey at clinebai@xavier.edu

9. Whom do I contact if I have questions about the Hiring for Inclusive Excellence Training or the Equity Advisor role that haven't been answered in the FAQs?

Additional questions can be directed to the HR Business Partners; Jim Hartman at hartmanj@xavier.edu or Nike Cline-Bailey at clinebai@xavier.edu