

## ***Recruiting and Hiring for Inclusive Excellence*** **Xavier University's Equity Advisor**

**Xavier University's commitment to enhancing equity, inclusion, and diversity through its recruiting and hiring practices is central to its Jesuit Catholic mission.** Through *cura personalis* and *magis* we recognize the value of hiring, retaining, and including individuals from culturally/racially diverse and historically underrepresented minorities of African-American, American-Indians/Alaskan-Natives, and Latino/as backgrounds and life experiences to strengthen the educational and societal excellence of the institution.

**Increasing diversity at Xavier should be a priority for job search committees.** Xavier's commitment to diversity, equity, and inclusion may require search committees to re-evaluate previous assumptions that desirable talents and abilities should be acquired from traditional or privileged sources. Critical to this effort is the knowledge that diverse workplaces are advantaged in problem-solving, innovation, engagement, and even economic competitiveness. The entire university benefits from increasing its diversity, as it allows all of its members to better understand and thrive in our increasingly diverse, complex, and interdependent society. Moreover, students gain an opportunity to learn from diverse viewpoints that enhance and expand knowledge, facilitate critical learning, and enhance campus experiences.

**Recruiting and hiring for inclusive excellence will increase meaningful inclusion and deliberation about diverse candidates at every step of the hiring process.** To oversee the integrity and effectiveness of inclusive excellence in hiring at the search committee level, each search committee will designate an **Equity Advisor** whose role is to keep the committee mindful of diversity and inclusion challenges and opportunities throughout the process.

### **Roles & Responsibilities**

The **Equity Advisor** is a member of the search committee who will assist the search committee in ensuring that equity and, most importantly, inclusive practices are used in all aspects of recruiting and hiring process. The Equity Advisor has the following responsibilities:

- Submit documentation to the Office of Human Resources representative that all search committee members have completed the *Recruiting and Hiring for Inclusive excellence Training*.
- Guide the dialogue and questions from the *Recruiting and Hiring for Inclusive Excellence Training*.
- Guide as needed to ensure the search ad is posted in multiple venues that attract a diverse applicant pool.
- Partner with the chair/dean/hiring manager and the search committee to ensure contributions to diversity are considered and that proactive search practices are used to recruit and select new faculty and staff.
- Review the diversity of the applicant pool and, based on the findings, make appropriate recommendations to the chair/hiring manager and the search committee.
- Review the shortlist of candidates selected for interviews. If this group of candidates is not deemed sufficiently diverse, revisit other applicants' files with other committee members.

Consider diversity as a valued contribution to determine if any excellent candidates were overlooked.

**Preferred Qualifications**

**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
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