*Tab 1.1 | Equitable Advancement Process Metrics Tracker*

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| **METRIC** | **MEASUREMENT** | **GOAL\*** |
| **STEP ONE | BUILDING THE BENCH** | | |
| List of departmental funded and unfunded leadership roles established and distribute to faculty | Present/absent | Present |
| Written job descriptions for department-specific leadership roles are completed and updated, and CARE+ job descriptions are on file and available | * # of leadership job descriptions matches # of leadership roles in the department * Job descriptions exist for each role before it is open for applications | 100% |
| Job descriptions include statements about prioritizing diversity and have required *and* desired qualifications and experience | # of job descriptions that include these statements equals total # job descriptions | 100% |
| Faculty participation in career development programs | Percent of women and URG faculty who have participated in the past three years as compared to percent of men and non-URG faculty who have participated in the same time period | Present; participation at least equal for women and URG faculty |
| Leadership goals discussed and documented as part of all faculty reviews | Percent of faculty reviews in which leadership was discussed (with comparisons between men and women and URG and non-URG faculty) | 100% |
| **STEP 2 | LAYING THE FOUNDATION** | | |
| Diverse standing search committee of ideally 4-10 members created with at least two women and two URG faculty members, faculty at different ranks and an assigned diversity advocate | Standing search committee with >2 woman, >2 faculty members from an URG, different career levels | 100% |
| Search Committee has taken the *Gender-Career* and *Race* Implicit Association Test (IAT) and implicit bias training at least once every three years | # of committee members who have participated in *Gender-Career* and *Race* IAT and implicit bias training/# of committee members | 100% |
| **STEP 3 | INTERVIEWS, EVALUATION AND SELECTION** | | |
| Standing outreach plan | Present/absent | Present |
| Standing interview questions for leadership roles established | Present/absent | Present |
| Standing evaluation criteria for leadership roles established | Present/absent | Present |
| After initial candidate interviews, an intermediate step of creating a list that includes women and faculty from URG is taken | Present/absent | Present |
| Follow up to all candidates who were not selected with feedback about the application/process | % of candidates not selected who received personal follow-up with constructive feedback | 100% |
| Written summary explaining lack of success in diversity goals submitted post open call process, if applicable | Present/absent | Present |

\*Note: if a specific goal or target is not specified, we encourage each department to establish a goal/target that they believe best meets the needs of their faculty