Tab 1.3 | Sample Outreach to Faculty

**SUBJECT:** [Department] Leadership Roles

Team,

Our department and the Office of Equity, Vitality, and Inclusion (EVI) are committed to sex/gender and racial equity in faculty recruitment, retention, compensation, promotion, and leadership. In support of this important work, the Women’s Leadership Advisory Council has developed a **Review-Based Guidelines (RBG) for the Equitable Appointment of Leadership Roles,** which recommends that all leadership positions – institutional and departmental, funded and unfunded – be equitably appointed and recognized.

As early adopters, our department has been participating in a seven month pilot program to implement tools and processes to support those values. Our goal is that all leadership positions in our department, whether institutional or departmental, funded or unfunded, be equitably appointed and recognized.

It is important that everyone know what leadership positions we have in the department and that we have consistent, transparent, and equitable processes to appoint faculty to such positions. We are sharing our current list leadership positions with you – please see our Organizational Chart attached.

This has been (and will continue to be) a journey for us. There is more to do and we encourage you to reach out with feedback or questions.

[NAME]

[TITLE]

NOTE: When announcing the appointment of a faculty member to a leadership role, consider adding language to the announcement indicating that process has been used with a link to the RBG.