

Affirmative Action in Faculty Employment Committee
Minutes (Draft)
January 23, 2019
11:00 a.m.

In Attendance: Brenda Cardenas, Guilherme Indig, Chia Vang, Jamie Cimpl-Wimer, Associate Dean Jasmine Alinder

Absent: Margaret Fraiser, Laura Otto-Salaj, Paru Shah

Call to order: 11:04 a.m.

A. Approval of December 3, 2018 minutes: Motion Cárdenas, Second Indig; passed 2-0.

B. Old Business

1. Faculty Climate Survey: We discussed whether it was the best use of our time to try to get more responses to the survey, especially given the fact that multiple different surveys have been conducted and that the UW system is in the process of developing/conducting another such survey. We decided that it would be a better use of our time to create a packet of recruitment materials regarding diversity in hiring (more below in New Business), as this project is more likely to yield results in diversifying the UWM faculty.
2. Target of Opportunity Hires: We discussed whether we wanted to campaign to reinstate such hires or to advertise for all faculty positions as widely as possible with the intention of gathering the most diverse pools of candidates. Chose the latter.

C. New Business

1. We discussed attempting to complete a project that would encourage hiring committees throughout the university to actively develop recruitment plans that will attract diverse applicant pools with as many applicants from underrepresented groups as possible. To this end, we discussed completing the following tasks:
 - Assemble a data bank/comprehensive list of advertising venues that have a strong potential for reaching/yielding applicants from underrepresented groups
 - Create guidelines for recruitment plans that target underrepresented groups and provide said guidelines either to HR or to the Deans for their approval and dissemination to department chairs who would be responsible for providing them to all hiring committees
 - Include campus visit suggestions regarding units, programs, centers, community groups, etc. with which applicants can meet during their campus visits. Are there certain campus and local resources applicants should know about?

- Include a section regarding position descriptions to avoid any implicit bias. There are software programs available that flag if a description includes biased language.
 - Collect information from applicants regarding where they saw the ad
 - Request funds from schools and colleges when needed to advertise in certain places that are likely to yield a more diverse applicant pool
 - Develop a training for hiring committees regarding attracting diverse applicant pools
 - Conduct a survey that asks faculty from underrepresented groups for advertising venue suggestions, as well as what professional organizations and social media groups (such as Facebook and LinkedIn groups) they belong to which might be productive venues for placing job ads.
2. In the interest of this project, AAFEC committee members agreed to work on following:
- Cárdenas will ask the Composition/Professional Writing Hiring Committee in the English Department, which is currently involved in a search which yielded a diverse applicant pool, to share its recruitment plan, list of venues where it advertised, and position description with the AAFEC committee.
 - Indig will ask the Chemistry Hiring Committee, which is currently involved in a search which yielded a diverse applicant pool, to share its recruitment plan, list of venues where it advertised, and position description with the AAFEC committee.
 - Cimpl-Wimer will attempt to find a training for hiring committees that the AAFEC committee would vet.
 - Cimpl-Wimer will assemble a full list of where departments and programs have advertised in the past.
 - Vang will ask if central Human Resources has a set of guidelines for hiring.
 - Vang will assemble a list of suggestions from the *Chronicle of Higher Ed* regarding venues in which to advertise and guidelines.

D. Adjourn 12:05 p.m.

Next Meeting: Wednesday, February 27 at 11:00 a.m., Mitchell Hall, Room 359

Respectfully submitted by Brenda Cárdenas