

February 4, 2016

TO: Equity Advisors and Academic Personnel Coordinators

FROM: Vice Chancellor Jerry Kang
Vice Chancellor for Equity, Diversity and Inclusion



RE: Faculty Search Briefing RSVPs

Colleagues,

My Office has been conducting faculty search briefings since I assumed the position of Vice Chancellor in July 2015. Based on internal diagnostics and faculty feedback, we have been refining the briefing with the goal of best preparing faculty to promote inclusive excellence through the search process.

As a part of this effort, I am instituting a new RSVP policy. Up to this point, my Office has encouraged RSVPs at least three weeks before the date of the training, but we have sought to accommodate all faculty who seek to attend, even when RSVPs arrive the day before the training. Unfortunately, this flexible practice has created unforeseen levels of uncertainty; over the past three months, eleventh-hour RSVPs have resulted in changes to a briefing's location and subject matter. Moving forward, any faculty member who wishes to attend a briefing must RSVP no later than 2 weeks before the date of the briefing. To be clear, this rule is not meant to penalize those who RSVP past the deadline, but rather to reduce the unnecessary transaction costs that arise when we do not receive sufficient notice from attendees. Where appropriate, I am willing to grant limited exceptions to this policy.

Please communicate this new requirement to faculty throughout your academic unit. There are three remaining faculty trainings this academic year (final date for RSVP in parenthesis):

Tuesday, March 8, 2016 (February 23)

Thursday, April 7, 2016 (March 24)

May 11, 2016 (April 27)

For any faculty who would like to RSVP, please send an email to facdiversity@conet.ucla.edu that states the date of the training he/she would like to attend. More information concerning faculty briefings, including which faculty have received a briefing in the past four years, can be found at <https://equity.ucla.edu/teamwork/bruinx/faculty-search-committee-briefings/>.

Thank you for your cooperation as we strive to continually improve the faculty search process for all.