

**AVP for Diversity, Educational Equity and Inclusion  
Search Process and Timeline**

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**Category:** Non-academic administrative appointment, Associate Vice President

**Hiring Officer:** President Karen Haynes

**Committee Composition:** up to five members appointed by the President; EEO/D representative (non-voting)

**Composition:**

*Provost or Vice President (Chair)*

*Faculty member – chosen from slate (3) nominated by Academic Senate*

*Student member – chosen from slate (3) nominated by ASI*

*Dean of Students – Dilcie Perez*

*Staff member – member of leadership from one of the FSAs*

*EEO/D – Michelle Hunt*

**Timeline:**

<b>February 19</b>	Select search firm
<b>February 19</b>	Finalize PD
<b>February 22</b>	Position opens
<b>March 11</b>	Seat search committee
<b>March 14-16</b>	VPCE and two committee members attend the Chief Diversity Officers Conference in SF
<b>March 30</b>	Position closes
<b>April 15</b>	List of 8-10 for Skype/telephone interviews
<b>April 30</b>	Skype/telephone interviews completed; short list for campus visits identified
<b>May 1- May 20</b>	2-day campus visits
<b>June 30</b>	Hire completed
<b>August 1</b>	Targeted start date

## **Task list and duties for Office of Diversity, Educational Equity and Inclusion**

Partial task list – as additional tasks are identified, appropriate person responsible will be assigned.

<b>TASK</b>	<b>LEAD PERSON RESPONSIBLE</b>	<b>SUPPORT (IF NEEDED)</b>
Diversity and Inclusion Strategic Plan	Patricia Prado-Olmos	Alan Brian/ Marilyn McWilliams
Faculty Search Committee Training	In progress – Academic Affairs Personnel	Marilyn McWilliams
AVP Search	President Haynes	Patricia Prado-Olmos
Tenure Track candidate meetings with Diversity Office	Patricia Prado-Olmos	Marilyn McWilliams/ Bhumika Talsania
Conversations that Matter	Ariel Stevenson	Marilyn McWilliams
Social Justice & Equity Grants	Ariel Stevenson	Marilyn McWilliams
Dr. Daryl Smith visit	Patricia Prado-Olmos	Marilyn McWilliams
FSA Leadership Conference	Alejandra Sanchez	Marilyn McWilliams Ariel Stevenson
Support for Student Centers	Patricia Prado-Olmos	Marilyn McWilliams
Leadership for Ombuds	Patricia Prado-Olmos	Michelle Hunt
Faculty Learning Community	Fredi Avalos	Marilyn McWilliams/ Faculty Center
Ongoing projects	Fredi Avalos	Marilyn McWilliams
New Employee Orientation	Ariel Stevenson/ Marilyn McWilliams	
Representation to BSU Center Taskforce	Patricia Prado-Olmos	Marilyn McWilliams
Events – All People’s Luncheon, etc.	Marilyn McWilliams	Ariel Stevenson

# California State University San Marcos

