

ADVANCE

Project TRACS



Equity Advocate Facilitator Guide Creating and Maintaining a Sustainable Program



Welcome to the Equity Advocate Facilitator Guide

In 2012, MSU was awarded an NSF ADVANCE Institutional Transformation Grant. Upon its implementation, an Equity Advocate Program was created. As champions of equality and diversity on campus, Equity Advocates are crucial for the transformation of the campus community. The peer aspect of this program allows for culture change to be grass roots and authentic in nature.

This program has expanded and matured over time to better support our staff and faculty. This guide is aimed assisting campus communities in forming similar programs to develop, grow, and thrive.

Research demonstrates that when employees are supported at work they feel more connected to their co-workers and loyal to their employers. Furthermore, supported employees feel more competent and empowered in their work and autonomous in their decisions. We are pleased to foster such a work climate at MSU.

Warmly,



Dr. Waded Cruzado
President



Dr. Martha Potvin
Provost



Terry Leist
VP Admin & Finance

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Overview

The most important parts of starting an Equity Advocate program are identifying the roles that the Equity Advocates will fill and writing a position description that clearly outlines those duties and responsibilities. The program will adapt, grow, and change with time, but the beginning cohort needs a firm starting point. Each campus will also need to identify an office or staff person who can spend about 8 hours a week directing the program.

Equity Advocates serve the campus community by actively contributing to institutional transformation by promoting and enhancing fairness, diversity, equity, and inclusiveness for all faculty and staff.

- An Equity Advocate possesses good listening and excellent communication skills.
- An Equity Advocate provides a rich networking opportunity for faculty and staff and is viewed as providing a *highly valuable service by the Provost and all Deans*.
- An Equity Advocate is provided training and must commit to the position for at least one year.
- Any full-time employee (Tenure Track faculty, Non-Tenure Track faculty, and Staff) may serve as an Equity Advocate.

Time Commitment: Advocates prepare for their responsibilities by attending one training and one orientation session. Additional training is provided as needed. An Advocate serves on an as-needed basis; time commitments will vary. Every effort should be made to keep responsibilities balanced among the pool of Equity Advocates. About 20-25 Equity Advocates serve at any one time at MSU.

The Equity Advocate Role

Equity Advocates serve as resources and are available for consultation on issues including hiring, mentoring, professional development, and campus climate. Additionally, Equity Advocates can be available to Deans and Associate Deans to assist with needs in a department or unit.

Equity Advocates post EA shields on their doors to let people know who they are and how they serve the campus. The shields symbolize a University's commitment to diversity and inclusion, better enabling a cultural transformation.

As the program develops, allow more input from seasoned Equity Advocates to ensure that their feedback is heard and to give them more of a stake in the program.



Overview

Key Duties and Activities

General Duties:

Being accessible to people who need to talk about their equity concerns and experiences in an informal, non-judgmental setting—analogue to the “Safe Zone” Allies available to the LGBTQ campus community.

Being informed on equality-related policies, procedures, and resources on campus.

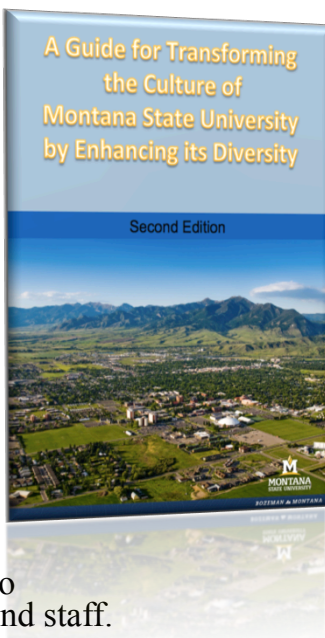
Helping departments/units with few women or minorities put together diverse search and Promotion & Tenure committees to recruit and retain diverse faculty and staff.

Promoting the values of inclusion and diversity embodied in the President’s Commission on the Status of University Women, the MSU Strategic Plan, and ADVANCE Project TRACS. *(This will look different on each campus depending on where the program is housed, and where this charge is coming from.)*

Search Related Duties:

Attending 1 or 2 search committee orientation meetings with HR, if needed. *The Search Toolkit (above) is provided to search committee members and Equity Advocates.*

Serving as a resource for some search committees throughout the search process.



Overview

Examples of Equity Advocate Activities

- **Website Revisions**

- Equity Advocates review their department/division/unit websites and ensure they have diverse pictures, use inclusive language, and embody the culture the Equity Advocates are striving for.

- **Sitting on Search Committees**

- Equity Advocates are trained in understanding and combatting implicit bias and use these skills to ensure the hiring process is open, fair, and unbiased.

- **Promotion and Tenure Committees**

- Equity Advocates receive information on how to assist P&T committees to ensure equality and fairness.

- **Assisting in Review of Annual Department Data**

- Equity Advocates review diversity data compiled by their Department Heads and Division Leaders to better provide peer support to their co-workers and to ensure that their leaders have captured the diversity activities in the department correctly.

**MUST HAVES FOR EQUITY
ADVOCATES**

Must be a full-time employee

Must be on campus

Must have an accessible office that is relatively private

Overview

Emeritus Equity Advocates

When the Equity Advocates have successfully completed their term, they are able to either sign on for another term or rotate off as an “Emeritus Equity Advocate.” This means that they are still able to keep their shield up and meet with people on a one-on-one basis if people come to them, but the program will no longer require them to come to mandatory trainings or serve on search committees or university committees.

This allows for a visual representation via the shields of how many people have received training as an Equity Advocate. The hope is to eventually have several people in each department successfully complete the trainings associated with the program.

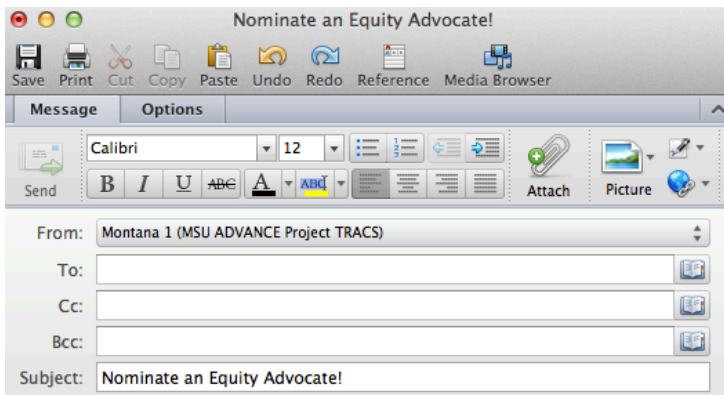
Finally, Emeritus Equity Advocates can be called on to assist with trainings and panels for new Equity Advocates, allowing their knowledge to be institutionalized in a meaningful way.

Nomination & Selection Process

- Send Deans and Department Heads a call for nominations (p. 7)
- Collect names of nominees and their contact info from the nomination forms (p. 9)
- Send nominees an email asking them to confirm their willingness to serve
- Include an activities form (p.10) for those who accept the nominations
- Review and consider nominations
- Notify nominees of their selection
- Set up a listserv with all of the advocates
- Attempt to select advocates geographically across campus so there is one in every building



Nomination & Selection Process



Dear Department Heads,

As part of the [INSERT OFFICE HERE], we are creating a new "Equity Advocate" program. We are selecting 19 people from all across campus from nominations to go through trainings and assist the campus community through their advocacy of equality and fairness. All trainings and door plaques will be provided by [INSERT OFFICE HERE], in addition to all PR campaigns once the program is well under way. Want to learn more about the program or see who we have thus far? Check out <http://www.montana.edu/president/universitywomen/equity.php>.

We need your help in identifying individuals in your department or unit, or otherwise known to you, who are deeply committed to equality and diversity on campus, possess good listening skills and empathy, and are eager to promote policies and best practices in an effort to retain and recruit the strongest MSU workforce possible.

Attached to this email is a nomination form on which we ask that you **please nominate 1-2 individuals** for this position (individuals can self-nominate as well). Being selected as an Equity Advocate will be viewed as highly valuable service to the university community. What is more, serving as an Equity Advocate is a great networking and professional development opportunity. We are also pleased to be able to offer a small token of appreciation in the form of a \$200 gift card to each Equity Advocate.

Please return this nomination form to [INSERT EMAIL] or send via campus mail by [INSERT DATE]. If you can not think of anyone to nominate at this time, please still return the form and write in "no one to nominate at this time" on the form.

What is an Equity Advocate? More information is included on the nomination form, and on the website <http://www.montana.edu/president/universitywomen/equity.php> but in short Equity Advocates serve the campus community by contributing to the institutional transformation of [INSERT CAMPUS] by promoting and enhancing fairness, equality, and inclusiveness for all faculty and staff. The workload and scope is outlined in the attached form.

We will contact nominees soon after this date, and will quickly move to identify approximately 6-10 new Equity Advocates to join this important campus endeavor.

Thank you in advance for your assistance in identifying potential Equity Advocates. Please see our website for more information on ADVANCE Project TRACS <http://www.montana.edu/nsfadvance/> or call 994-4690 with any questions.

Sincerely,

Nomination & Selection Process

The email on page 7 is sent out to all Department Heads and Directors (in non-academic divisions) on campus to ensure that an Equity Advocate is located in every department or building on campus. The email highlights the new program, explains the nomination process, and invites all recipients to nominate Equity Advocates.

**Call for
Nominations!**



The nomination form attached to the call for nominations is shown on page 9. It should also be available on the website for people interested in self-nominating.

Expect the nomination and selection process to change in the second year. Decide if you want the same size pool the second year, and allow that to guide your call for nominations.

Nomination & Selection Process

Equity Advocate Nomination Form

We seek nominees for the MSU Equity Advocate program. Equity Advocates serve the campus community by actively contributing to the institutional transformation of MSU by promoting and enhancing fairness, diversity, equity, and inclusiveness for all faculty and staff. Self-nominations are encouraged.

- An Equity Advocate possesses good listening and excellent communication skills.
- An Equity Advocate position provides a rich networking opportunity for faculty and staff and is viewed as *highly valuable service by the Provost and all Deans*.
- An Equity Advocate is provided training and must commit to the position for at least one year.
- Any full time employee (Tenure Track, Non Tenure Track, and Staff) may serve as an Equity Advocate.

Time Commitment: Advocates will prepare for their responsibilities by attending one training and one orientation session (lunch and refreshments provided). Thereafter, an Advocate will serve on an as-needed basis; time commitment will vary, but will be kept to a minimum. Every effort will be made to keep responsibilities balanced among the pool of Equity Advocates. Between 12-20 Advocates will serve in any one year. Additional training may be provided as needed.

Responsibilities may include:

- Being available for people who need to talk about their equity concerns and experiences in an informal, non-judgmental setting—analogue to the “safe zone” members available to GLBTQ campus community.
- Attending 1-2 search committee orientation meetings with HR, if needed.
- Serving as a resource for some search committees throughout the search process.
- Helping departments/units with few women or minorities put together diverse search and Promotion & Tenure committees to recruit and retain diverse faculty and staff.
- Promoting the values of inclusion and diversity embodied in the President’s Commission on the Status of University Women, the MSU Strategic Plan, and the ADVANCE Project TRACS.
- Being informed on equality related policies, procedures, and resources on campus.

Name of Individual Submitting Nominations: _____

Department: _____

Please nominate up to 2 people per department for consideration:

Name: _____ Ph: _____ Email: _____

Name: _____ Ph: _____ Email: _____

Please return this form to ADVANCE Project TRACS at ADVANCE@montana.edu or 319 Leon Johnson Hall.

The Equity Advocate Program is co-led by the Office of the Vice President for Administration, ADVANCE Project TRACS, the President’s Commission on the Status of University Women, the Office of Institutional Equity, and the Center for Faculty Excellence.

All forms are available from
ADVANCE@montana.edu

Nomination & Selection

If you are interested in serving as an Equity Advocate, please indicate below all example activities in which you would like to engage. In selecting nominees for this position, we would like to make sure we have a pool of equity advocates that, overall, is able and willing to cover the below tasks. Please indicate which you are willing and able to perform by checking next to the boxes below.

- An Equity Advocate possesses good listening and excellent communication skills.
- Be available for people who need to talk about their equity concerns and experiences in an informal, non-judgmental setting— analogous to the “safe zone” members available to GLBTQ campus community.
- Attend 1-2 search committee orientation meetings with HR, as needed.
- Serve as a resource for some search committees throughout the search process.
- Help departments/units with few women or minorities put together diverse search and Promotion & Tenure committees to recruit and retain diverse faculty and staff.
- Promote the values of inclusion and diversity embodied in the President’s Commission on the Status of University Women, the MSU Strategic Plan, and the ADVANCE Project TRACS.
- Informed on equality related policies, procedures, and resources on campus.

The Equity Advocate Program Director should send nominees a congratulatory email and the above activities form. The form allows potential Equity Advocates to rate their skills and provides the Director with more guidance for use in the selection process.

Reappointment:


Each spring, Equity Advocates with two years in the program will be asked if they would like to renew their appointment. No stipend accompanies renewal.

Annual Training

Host an annual training at the beginning of the academic year

- Plan for ½ day:
 - Overview of responsibilities
 - Changes/updates to university policies and procedures
 - Outline of events/trainings for the upcoming year
 - Networking time for Advocates to build a strong cohort

In addition to trainings designed specifically for Equity Advocates, we also invite them to all ADVANCE events, trainings, and workshops. One popular training was the one featured on the right, with Dr. JoAnn Moody.



Hastening Diversity at MSU:
A Workshop with Dr. JoAnn Moody

Save the Date!

Dr. JoAnn Moody from diversity@campus.com will provide workshops on "Hastening Diversity at Montana State University." Drawing on her extensive consultative practice as well as research and scholarship from several fields, Dr. Moody provides practical ways to improve faculty and staff recruitment, retention, and mentorship, especially of under-represented women in science-related fields and underrepresented minorities in all fields.

September 17 & 18, 2013.
See www.montana.edu/nsf/advance for the list of sessions.

Image is one by ADVANCE Project TRAINING
of Project's Office, Office of Institutional
Policy and the American Association of University Women

Questions? Contact
ADVANCE@montana.edu

Training Timeline

- **Annual Training (Orientation)**
 - August/September
 - Training with Office of Institutional Equity/Affirmative Action
- **Fall**
 - Diversity workshop
 - Speaker with expertise on unconscious bias
 - Open Webinar – best practices for family friendly policies
 - Wages Game [see page 13]
- **Spring**
 - CRLT Players
 - Big name keynote
 - Department Diversity, Equity, and Inclusion self-study panel
 - Affirmative action keynote and workshops

Close each semester with a no-agenda meeting for everyone to relax, celebrate, and discuss the semester in review.

If your campus is on the quarter or trimester system, break the schedule up so that it is manageable for the Advocates.

TIP: If possible, do two sessions of all trainings – one in the morning, one in the afternoon – to better accommodate busy schedules.

Sample Training Recommendations

The trainings outlined below are a sampling from those we gave the Equity Advocates at Montana State University.

- **Search Trainings:** Train Equity Advocates on overcoming implicit bias so they can assist search committee members on gaining the broadest search possible.
- **Webinars:** The Association for Women in Science has several webinars available at <http://www.awis.org/>
- **WAGES Game:** Contact sashiields@psu.edu for more information on this game that demonstrates the wage gap in academia.
- **CRLT Players:** This theatre troupe acts out the implicit bias present during a P&T process. Find out more information here: <http://www.crlt.umich.edu/crltplayers>
- ADVANCE has hosted several other keynotes including
 - Social Psychologists Dr. JoAnne Moody (Lehigh University) and Dr. Toni Schmader (University of British Columbia)
 - Affirmative Action Expert Jackie McLain, JD (California State University System)
 - Work-Life Expert Joan Williams, JD (UC Hastings, WorkLife Law Center)
 - For more information on our keynotes or any other questions on trainings, please contact advance@montana.edu.

Issue Sheets

Issue sheets (p. 15) provide an opportunity to walk people through some of the questions they will ask or be asked as Equity Advocates. They cover the basics, the 5 “W” questions, and provide some guiding questions for Equity Advocates to go over with their department or division.

The issue sheets provide “homework” and other opportunities for the Equity Advocates to learn more. Issue sheets should always close with target resources, both on campus and in the community. These are critical for both the Advocate and for the individuals they serve.

Having Equity Advocates discuss issue sheets as a group is a great way to build strong cohort cohesion. It also provides a great opportunity for them to compare and contrast answers and share additional resources. Finally, having a few role playing scenarios from the issue sheets will help them practice talking about these issues with their colleagues.



LGBTQAI Equality in the Workplace

The Basics: LGBTQAI Individuals are still often discriminated against in the workplace, often through unconscious bias, but sometimes even through upfront discrimination. This discrimination can manifest itself in unequal pay, a hostile work environment, and job threats, amongst other impacts. It's critical that MSU fosters a safe environment for all LGBTQ individuals in order to have a more thriving community where all employees can succeed.

Five W Questions you might be asked:

Who is affected by pay discrimination?
What are some ways MSU or other universities are dealing with discrimination?
Where resources are available on campus?
When is it appropriate to discuss someone's sexual orientation at work?
Why is it important for the University to have inclusive policies?

Guiding Questions for you to ask:

- Is your department or division inclusive to all identities, including all LGBTQ identities?
- Have you looked into resources for you or your department?
- Are you feeling comfortable at work?

Homework & Other Opportunities:

- Familiarize yourself with the campus and state resources to ensure you are ready to serve as a resource.
 - Specifically the MUS Non-Discrimination Policy 703 and the City of Bozeman Non-Discrimination Ordinance
- To help educate your department or division call in a Safe Zone trainer to host a department wide training.
- Call the VOICE Center for a gender boxes training to discuss these issues present for LGBTQ people in gender stereotyping
- Attend a Sustained Dialogue event that focuses on LGBTQ issues.

Supplementary Information:

- Diversity Awareness Office - <http://www.montana.edu/diversity/>
- Safe Zone - <http://www.montana.edu/safezone/>
- MSU LGBTQ Advisory Committee - <http://www.montana.edu/diversity/lgbtq.php>
- Human Resources - <http://www.montana.edu/hr/index.html>
- Women's Center - <http://www.montana.edu/women/>
- MUS Non-Discrimination Policy - <http://mus.edu/borpol/bor700/703.pdf>
- City of Bozeman Non-Discrimination Ordinance - <http://weblink.bozeman.net/WebLink8/DocView.aspx?id=55397&dbid=0>

All forms can be obtained from
advance@montana.edu

Training Scenarios

Training scenarios for the Advocates to role-play enables them to learn from each other and better understand how to respond in casual conversations with co-workers and better advocate for and understand those who come to them in need.



Provide a diverse array of scenarios highlighting situations ranging from a search committee meeting to a water cooler run-in. Remind Advocates to review the scenarios from time to time, or add new scenarios at trainings or workshops throughout the year to ensure that Advocates are constantly thinking, not just reactively, but proactively.



The scenarios that Equity Advocates at MSU have found the most useful thus far are the ones on diversity on search committees, the role of service in a promotion and tenure debate, equal pay among faculty, and LGBTQ rights on campus.

Additional Trainings

Additional Mandatory Trainings

- Title IX
- Discrimination/
Harassment
trainings
- Trainings suggested
by Equity
Advocates



The SAFE ZONE program is an ally training program run by the MSU Diversity Awareness Office

**KNOW
YOUR
RIGHTS**

Additional Optional Trainings

- Safe Zone
- Sustained Dialogue
Inclusive Leader
Training
- QPR Suicide
Prevention Training
- All ADVANCE
Events
- Workshop planning
and execution
training
- PR Training/
workshop for
marketing the Equity
Advocate Program

Assessing Impact

Following a meeting with a campus community member, the Advocate shares an EA-issued business card with him or her. The card provides a link to a page where the person can fill out an anonymous survey (p. 19) about the meeting.



The assessment form allows for program quality control and provides a review process for Advocates. In the worst-case scenario, if an Advocate is not fulfilling his or her duties properly, assessment provides cause for removal from the program.

Advocates should keep a confidential record of their meetings that includes:

- Who they met with
- If there were multiple meetings
- Brief summary of meeting topic
- Resources/next steps provided
- Any questions they were unable to answer

Record keeping allows the impact of the EA program to be measured in a tangible way. At the end of each year, the data (after names and personal information are removed) are collected and tallied to better understand the larger impact the program is having on the campus.

Find one or two Equity Advocates who have had a great experience with the program and keep their testimonials on hand for the website, fundraising summaries, and annual reports

Equity Advocate Assessment Feedback

Please describe below, your experience with the Equity Advocate you met with. All responses are anonymous, however there is a space at the bottom for you to leave your name and preferred method of contact, should you be interested in someone from the Equity Advocate Program following up with you to better serve your needs.

* Required

Which advocate did you meet with? *

How did you find out about the Equity Advocate Program? *

Was this advocate able to provide you with adequate information to help you work through your inquiry? *

If no, please share your inquiry so we can provide our Equity Advocates with more resources and training on this issue.

Yes

No

Other:

Please rate the Equity Advocate you met with on the following: *

	Professionalism	Knowledge of the issues	Knowledge of the resources	Listening Skills	Neutrality/ Remaining Unbiased
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mediocre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you come back to see this Equity Advocate? *

Yes

No

Maybe

No, but I'd see another Equity Advocate

Please provide your name and contact information if you're interested in hearing back from the Equity Advocate Program to resolve an issue or to connect you with another Equity Advocate.

Equity Advocate Annual Report

How long have you been an Equity Advocate?

How many people have you met with 1 on 1 this year in your role as an Equity Advocate?

Based on the trainings that you've received through the Equity Advocate Program, did you feel prepared to answer their questions?

- Very Prepared
- Prepared
- Neutral
- Not at all prepared

Please provide trainings suggestions that you think would be helpful to better prepare you for next time.

An annual report form is sent out to the Equity Advocates every year to determine the impact of the overall program from their perspective.

This allows the Director to see where the Advocates need more training, needed changes, what is working, and what is not.

All surveys and forms can be obtained from advance@montana.edu

Equity Advocate Assessment: Impact of Training

Following each public training, Equity Advocates should fill out a review of the training outlining:


- Whether or not learning outcomes were accomplished
- Evaluation of the training/trainer
- Identifying whether or not they would participate in it again
- Suggestions for future trainings

ADVANCE hosted a training for the Equity Advocates to understand bias and its impacts in the workplace.

Please join us October 25th 12:00 – 1:00 in 134 Animal Bioscience Building

EXAMINING THE BIASES THAT BIND US

Luncheon Presentation by Dr. Tami Schmalzer
University of British Columbia, Department of Psychology



Dr. Schmalzer is a leading expert on the ways in which unintended gender bias emerges and the effects of subtle cultural norms on people's experiences, performance, and motivation. She will discuss current research on situations that can undermine success factors for women faculty and students' success within STEM fields.

Sponsored by ADVANCE Project TRACS and the Provost's Office. Questions? Want to RSVP? Visit www.ubc.ca/advance/adv.html

Program Assessment

At the end of each academic year, the Director should compile all of the information into an annual report to determine the overall impact of the program.

- Is it benefitting campus?
- What improvements are needed for the next year?
- What additional resources or trainings are needed?
- How is the campus climate changing because of the program?



An Equity Advocate Program can be housed in any number of offices on a campus.

Offices to consider when developing an Equity Advocate Program include:

- President's Commission on the Status of University Women
- The Office of Institutional Equity
- Associate Provost/VP for Diversity and Inclusion
- Diversity Awareness Office
- Women's Center
- Center for Faculty Excellence

**Diversity
Awareness
Office**



RESOURCES AND EDUCATION





The Equity Advocate Program must be housed in an office with the capacity to:

- Organize Advocates for annual training
- Coordinate the nomination process
- Coordinate and maintain feedback sites
- Act on feedback appropriately
- Organize outreach to campus, ensuring the Advocates are being used
- Network and coordinate with those on the resource list, ensuring content is up to date
- Set up and manage listservs

Publicizing the Program

Campus news (especially before recruitment and large events)

- Upload all information to the online campus calendar or news forum

Press releases to community news (mainly before events/open trainings)

- Send press releases to all community newspapers, blogs, and websites

Department/division presentations

- Present while recruiting, then during the spring semester as well to keep awareness up.
- Present to your own department or division and have Equity Advocates present to theirs after the program is running.
- Present to governance councils and committees across campus.

Mailings/posters/postcards/bookmarks

- Send out postcards or other fliers as “mailers” to all departments on campus before big events or recruitment opportunities.

PSAs on campus radio stations

- Record a PSA or a news spot that can run continuously and reach the majority of campus.

Website updates

- Constantly keep your website up-to-date and accessible to all of your constituents.

Posters

- Develop a large poster with pictures of all of the Advocates to hang across campus to familiarize people with the program and all of the Equity Advocates.



Publicizing the Program

Word of Mouth

Use departmental allies to discuss events and happenings with their colleagues!

Facebook and other social media!

Personal Outreach

Equity Advocates to Departments/
colleagues

Provide everyone with the tools needed to talk about the program correctly and confidently



The ADVANCE Project TRACS Facebook page spotlights Equity Advocates and publicizes our events and trainings.

Considerations for PR

Timing –

Recruit early in the semester when people are not too busy with teaching and workloads!

Send information with ample advance notice, leaving time for a follow-up with everyone at least one week prior to due dates, events, or trainings.

Target Audience –

Know your audience, especially when recruiting. Do you need more male Advocates? More from a specific college or department? Find ways to engage their peers and have their peers recruit for you! Work with department heads and deans to add more urgency to participation if necessary.

Goals of Program –

The Equity Advocates seek to champion and advance equality and diversity in the workplace; be sure to communicate those goals often and consistently.

Diverse Outreach Strategies –

Be sure to consider all outlets for public outreach—everything ranging from postcards to PSAs on campus radio can be effective. Rack cards, business cards, brochures, letters to the editor, and social media are all popular strategies to reach diverse audiences.




We publicize our information and trainings on our cultural attunement page because the Equity Advocate program is under our Enhancing Cultural Attunement Initiative.

Program Budget



All Equity Advocates get shields for their desks and offices and binders to store information and resources.

- MSU's \$7,000 EA budget covers:
 - Equity Advocate Binders
 - Business Cards
 - Office Plaques
 - \$200 gift card for each Advocate
 - PR/Outreach to Advertise
 - Rack cards, posters, Radio PSA
- With help from campus partners:
 - Director's salary for about 8 hours/week
 - Training Costs
 - Rooms, speakers, food
 - A national level speaker – a social psychologist, the CRLT players, STRIDE, Affirmative Action experts, etc.
 - If the budget is small, work with strong campus partners



Equity Advocate

Name: _____

Email: _____

Please give us your feedback:
<http://www.montana.edu/president/universitywomen/equity.html>

ADVANCE Project TRACS | 319 Leon Johnson Hall
 [p] 406-994-4690 | [e] advance@montana.edu

Compensation

At MSU, the Provost assisted in supporting the program by providing each

Advocate with a \$200 gift card to either Amazon or the Campus Bookstore.

Because taxes are taken on such gifts, the net value is about \$150.

Legal Considerations

Note that the Advocates are simply that, advocates. They are not attorneys or licensed counselors.

Additionally, as employees of the campus, all Advocates are mandatory reporters, meaning that they must report any findings of sexual assault, sexual violence, or sexual harassment in the workplace.



Perceptions of Neutrality

Equity Advocate nominees are screened to ensure that they can fulfill the required duties capably, including demonstrating neutrality.

Equity Advocates are trained in confidentiality and neutrality, both of which are vital to the integrity of the program and the cultivation of a more inclusive campus climate.

If a client does not feel that an Advocate has been entirely neutral, the client has the opportunity to provide feedback on the assessment form (p. 23).

The following is an excerpt from the Search Toolkit that ADVANCE Project TRACS created to assist in the broadening of participation of women in STEM. Everything ADVANCE does is grounded in Social Psychology research, ensuring that we are training our advocates, allies, and partners with best practices and information that allows them to combat bias and remain neutral.

“... enhanced awareness of unconscious bias(es) has led to successful efforts to combat such biases about women in science ([Ceci and Williams, 2011](#)). Awareness of unconscious biases, combined with a desire to avoid them, reduces unintended prejudicial behavior (Devine et al., 2002). Thus, search committee chairs are challenged to raise awareness about unconscious biases and to deliberately work to counter their effects during the search process.”

Resources

Equity Advocate Binders

All Equity Advocates receive comprehensive binders with program information, trainings, toolkits, tips, guides, campus and community partners, and other resources.



MSU Equity Advocate 2013-2014 Information Binder



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Overview

- Equity Advocates on Campus
- Role Description
- Campus Partners and Resources
- Community Partners and Resources

Important Background Information

- MSU Master Plan for Compliance with Sex Discrimination, June 7, 1976
- Title IX at MSU
- The Next Generation of Title IX: Harassment and Bullying Based on Sex
- Title IX FAQ for Pregnant and Parenting Students
- MSU Non-Discrimination Policy/Procedures

Broadening the Search Process

- Broadening Participation Search Tips
- A Guide for Transforming the Culture of Montana State University by Enhancing its Diversity
- Searching for Excellence & Diversity: A Guide for Search Committees

Useful Tools

- Active Listening Skill Tip Sheet
- Take an Unintended Bias Test at Project Implicit <https://implicit.harvard.edu>
- [Tutorials for Change](#) by Virginia Valian
- Understanding and Responding to Resistance

Selected Research References

- Abstracts of Published Research
- Dr. JoAnn Moody Workshop Supplement

Materials for Posting

<http://www.montana.edu/president/universitywomen/equity.php>
<http://www.montana.edu/nsfadvance/>
<http://www.montana.edu/equity/>

Sample Resources for Advocates

The resources below are an example from MSU's Equity Advocate Binders. The Equity Advocates can reach out to these resources to find out more information or to connect colleagues for assistance.

- These samples from our resource list should translate well to any campus:
 - Daycares—on and off campus
 - Counseling services
 - Diversity Awareness Office
 - Office of Institutional Equity
 - University Family Advocate
 - Faculty and Staff Senate
- Most commonly used community resources:
 - AAUW
 - Childcare Connections
 - Thrive's local family resource center
- Most-commonly used student resources:
 - Student Government
 - Office of Student Success
 - Office of Activities and Engagement



Faculty Gender Database



Resources

Library Resources

Partnering with the Library to create an Enhancing Cultural Attunement resources page provides the Equity Advocates, as well as the campus community at large, with easily accessible, useful resources.

MSU Library | MONTANA STATE UNIVERSITY LIBRARY | Ask the Library

MSU Library > Library Guides > ADVANCE Project TRACS

ADVANCE Project TRACS Tags: advance, advance project tracs, diversity, equity, higher education, subject_guide, women's studies

A resource guide to support ADVANCE Project Tracs efforts to Empirically Investigate Transformation through Relatedness, Autonomy, and Competence Support.

Last Updated: Sep 3, 2014 | URL: <http://guides.lib.montana.edu/ADVANCE> | Print Guide | RSS Updates

Cultural Attunement | Bias Beyond Gender | Equity Issues in Academia | Research on Implicit Gender Bias | Why Diversity Matters

Work-Life Integration

Cultural Attunement Comments(0) Print Page Search: This Guide Search

Library Liaison - Cultural Attunement

MSU ADVANCE Resources

- MSU ADVANCE Project TRACS
Learn more about ADVANCE Project TRACS and upcoming events at this website.

Library Liaison - Work-Life Integration

Our library resource page (above) and contact information for our reference librarian for cultural attunement can be found at

<http://guides.lib.montana.edu/content.php?pid=503322&sid=4140165>

Or by emailing advance@montana.edu



ADVANCE at a Glance

ADVANCE grants are administered by the NSF as cooperative agreements with campus communities focused on:

- Developing systemic approaches to increase representation and advancement of women in academic STEM careers
- Developing innovative and sustainable ways to promote gender equity in the STEM academic workforce
- Contributing to development of more diverse science and engineering workforce

More information about ADVANCE Project TRACS, MSU's ADVANCE Grant, can be found at:

<http://www.montana.edu/nsfadvance/>



National Science Foundation
WHERE DISCOVERIES BEGIN

ADVANCE Project TRACS is also the recipient of the CUPA-HR Inclusion Cultivates Excellence Award. This award is given by the College and University Professional Association for Human Resources and is Sponsored by the Chronicle of Higher Education. ADVANCE Project TRACS was selected in recognition of our institutional initiatives and programs that have made a significant impact with respect to inclusive and equitable workplace practices, particularly those that have brought about cultural change.



Invoking the metaphor of a “runner’s track” suggests women faculty frequently find themselves on an “outside” track with hurdles to overcome and a longer distance to run than their male counterparts.

We aim to transform MSU by removing those hurdles and advancing women to an equal starting point.

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Second Edition
brought to you by
the 2015
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