

**Year 2 Public Description of Work for  
Action Collaborative on Preventing Sexual Harassment in Higher Education**

**Lawrence Berkeley National Laboratory**

**Expanding the Equity Advisor Program**

**Relevant Rubric Area(s):**

**Embedding the Values of Diversity, Inclusion, and Respect into Recruitment, Hiring, Admissions, Retention, Promotion, and Advancement** by operationalizing our Lab-Wide staff Equity Advisor Program, where trained anti-bias advisors are embedded members of decision-making business panels and in-real-time highlighting equal opportunity best practices.

**The Goal of the Equity Advisor Program**

As underrepresented workplaces are known predictors of harassment, we've taken steps to improve representation by instituting our Equity Advisor Program into our Recruitment Processes starting with leadership positions. We build a critical mass of staff pro-actively embedding the Values of Inclusion, Diversity, Equity and Accountability, and overall fairness and respect into employment business processes (recruitment, promotion, etc).

The program also addresses the following items from the rubric:

- Equity Advisors partner with recruiters, human resources and the panels/committees to develop **evaluation criteria** for jobs in advance of beginning the business process and educates the committees about bias
- Recruiters and Human Resources professionals who are also trained in Equity Advisor principles help managers write job descriptions to appeal to a broad range of applicants, organize fair and structured interviews, and to set up promotion procedures that include IDEA values.
- Equity Advisors are trained to use “appreciative Inquiry” techniques to hold those responsible for business decisions accountable for fair outcomes at every stage of application, selection and promotion processes.

**Description of Work:**

**1. Background and goal of the Equity Advisor Program**

The FAIR Office acronym stands for: Fundamental Rights, Affirmative Action, Impartial Investigations, and Respectful Resources the office works to actualize and implement Berkeley Lab's Affirmative Action Plan. The Equity Advisor Program is key to the Lab's vision of mindfully and proactively integrating EEO and AAP principles into the Lab's business processes.

**2. This program is consistent with the recommendations of the 2018 NASEM report and Rubric** because it infuses anti-biased protocols into business processes for equity and

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retention and better representation results of gender diversity in an underrepresented minority community population.

### **3. Current status of work actions**

Beyond the compliance of producing the annual affirmative plan, the Equity Advisor program trains and supports Equity Advisors (EAs) who serve as peers and voting members on search committees, and in concert with Professional Recruiters and HR Partners, ensure search and promotion committees are inviting inclusivity and upholding the principles of equal opportunity throughout the entire evaluation process.

Leveraging Leanin.org's "[50 ways to Fight Bias](#)" curriculum EA's are trained on identifying and addressing implicit bias, navigating and educating others on the Lab's Affirmative Action Plan (AAP), and on calibrating commitment to IDEA statements. Ultimately, all efforts are aimed at ensuring that the best-qualified person is hired or promoted without barriers of bias that may impact women and underrepresented minorities.

EAs offer best-practice strategies to appropriately address questions and challenges for fair processes. The EA program provides divisions with a trained EA from outside their work unit, who remains neutral in the process while serving on the search committee for leadership positions (e.g., department head level positions and above).

The purpose of having EAs assigned from outside the unit is to provide better opportunities for objective external perspectives to be voiced with fewer risks of embedded relationships factoring into the observation, which further empowers the committee to quickly recognize and mitigate implicit biases during the recruitment process.

EAs are staff volunteers who serve in addition to their regular Lab assignments. When planning searches, hiring managers work with recruiters to ensure availability of Equity Advisors and committee members. For a more detailed description of the program and role, please refer to the [program outline](#).

### **4. Impact Evaluation Plan**

To ensure continuous program and process improvement, we solicit feedback every six months on the effectiveness of the program and opportunities to provide continued improvement. The Management Feedback Survey for Equity Advisor recruitments can be found here: <https://forms.gle/C2Rm8kVhxtUWtQGD9>. The most recent results yielded that 100% of the hiring managers who had engaged with Equity Advisors would recommend Equity Advisors for future panel recruitments.

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### **5. How stakeholders were involved in this work**

Please refer to our IDEA Accountability Model for information on our Senior Leadership Council: <https://diversity.lbl.gov/idea-accountability-model/>

This council considered the white paper proposal for the Equity Advisor Pilot which was approved to pilot, and then to develop into a program. In 2022 it was approved to expand into the promotion business processes beyond recruitment of leaders.

### **6. Envisioning next steps for this work**

We are exploring how the Equity Advisors might possibly be integrated into additional levels of recruitment and salary calibrations. Our goal is to have an Equity Advisor trained and available for each of our 30 business divisions.

#### **Website for further information:**

<https://sites.google.com/lbl.gov/fair/community-resources/affirmative-action-plan>

#### **Point of Contact Name:**

Questions or concerns regarding the Equity Advisor program should be directed to Title IX/VII Officer, Leticia Ericson [lericson@lbl.gov](mailto:lericson@lbl.gov).

**Email Address for Point of Contact:** Connect with Chief Diversity Officer, here: Contact information is at the bottom of this page: <https://fair.lbl.gov/home>