

LCC SEARCH ADVOCATES

A Search Advocate is a non-voting member of the screening committee whose primary purposes are:

- To assist committees to forward the best candidates for each position.
- To help the committee ensure a fair and equitable selection process in which the selection of candidates is based solely on factors related to job performance.
- To enhance the success of applicants from under-represented groups by decreasing unintentional bias and reducing unnecessary barriers.

Search Advocates, like other members of the screening committee, are involved in every stage of the screening process, receive access to application materials of the candidates, and are empowered to participate in all discussions.

While Search Advocates do not score application materials or vote on which candidates will be selected, they actively participate in the creation of the screening tool, interview questions, and reference check tool, to ensure that all tools and discussions remain focused on the skills requested on the position description and that our unintentional biases do not inadvertently affect the selection process. For maximum effectiveness, a Search Advocate is preferably a permanent employee (i.e. tenured) from a different department.

The work of the Search Advocate is intended to advance our principles of equity and diversity, as reflected in LCC's Workforce Diversity Plan:

Lower Columbia College is committed to hiring and retaining a workforce that reflects the diversity of our student body. We strive to increase the diversity of our applicant pools and ensure equity and inclusion throughout our recruitment process.

The Search Advocates program at LCC:

- Is co-led by HR (search chair) & representatives from each major department
- Provides initial training for volunteers to become Search Advocates and ongoing support
- Maintains a list of trained Search Advocates willing to serve on screening committee
- Recommends that Search Advocates serve on only two to three screening committees per year
- Advances the LCC strategic initiative to *recruit, develop, and retain high-quality diverse faculty and staff.*