**Who Should Request an Inclusion Advocate**

Anyone who is chairing the search committee and/or anyone writing a new job description or revising an old job description?

 **How Should an Inclusion Advocate be Requested**

Search committee chair should reach out to Laura Orta in the Centre for Engaged Inclusion (CEI) (could we put a little button here with “Request an IA” and it open a form to fill out the information below? I know we have one of these through Wufoo with Beyond the Book) with an email requesting an Inclusion Advocate.

**Information needed at time of request:**

What is the job description?

 Has the position been approved by the VMRT?

Has HR been contacted?

What are the planned beginning dates and anticipated ending dates of the search?

Who else is serving (or planned to be asked to serve) on the committee?

**When Should an Inclusion Advocate be Requested?**

As soon as your area needs to create a new job description or hire for an existing description you are encouraged to request an Inclusion Advocate to assist in creating inclusive language in the job description, the job advertisement and assist in crafting the best interview processes and questions.

**How to Become an Inclusion Advocate**

Any full time employee or part time fixed term faculty are eligible to become inclusion advocates. There are two trainings to qualify you as an Inclusion Advocate with individual mentoring and support group meetings available throughout the year.

Training sessions #1 are held on the second Thursday of every month at 10:05 a.m. until 12:00 p.m. via WebEx <https://lccedu.webex.com/lccedu/j.php?MTID=m61a9f91d771a944ab4cb8e99b553af28>

Training sessions #2 are held on the fourth Thursday of every month at 10:05 a.m. until 12:00 p.m. via WebEx <https://lccedu.webex.com/lccedu/j.php?MTID=mf175da1c6ab84847a5e17f0fccb03abc>