

**DECADE Mentor Roles and Responsibilities in Support of
Graduate Student Diversity, Inclusion, and Academic Success**

DECADE Mentors will assist their respective programs in the identification, recruitment, and retention of an inclusive and diverse graduate student body and promote an inclusive culture among graduate students.

The Office of Inclusive Excellence will support DECADE mentors in achieving these goals through programming, the development of a program-specific website, sharing of best practices, and via individual support of DECADE mentor activities.

UCI's Graduate Division will support DECADE mentors in achieving these goals via its role in coordinating UCI's DECADE Student Council, providing program-specific data, and organizing DECADE-specific programming.

We also encourage DECADE Mentors to work with their **local partners** to achieve these goals:

- Collaborate with School **Equity Advisor** and **Associate Dean** to work toward improving school-wide climate.
- Partner with the program's **Graduate Director/Graduate Advisor** in support of inclusive excellence at the graduate program level.
- Share/present resources and information from DECADE quarterly meetings with **department faculty**.

In the service of Graduate Admissions:

- Meet with the **graduate program admissions committee** to address goals for doctoral growth at the campus level, review previous admission decisions, and share best practices to promote holistic review. DECADE mentors may also choose to present this information at the Department level (e.g., at a Department faculty meeting).
- Work with the program's Graduate Director/Graduate Advisor to identify outstanding diversity applicants who can be nominated for Graduate Division Diversity fellowships. (Note that all nominees must have been interviewed by program faculty before nomination.)
- Serve as diversity award reviewers, as requested by Graduate Division.

In the service of facilitating an inclusive graduate student community more generally:

- Encourage and practice exemplary mentorship
- Attend the annual Inclusive Excellence Institute, Academy, and quarterly meetings
- Participate in campus-wide OIE- and DECADE-sponsored events (lectures and speaker series)
- Meet with program/department representatives from the DECADE Student Council and, along with other DECADE mentors from one's School/Program, advise and support School-specific DECADE Student Council and department-specific DECADE programming
- Serve as a coordinating point for Graduate Resource Center and other career development programming for graduate students at different milestones in their program
- Participate in campus-sponsored or Graduate Division events to diversify the graduate program and/or improve the climate for graduate education
- Serve as grant reviewers, as requested by the Office of Inclusive Excellence
- Complete quarterly DECADE Mentor Activity Evaluation form (links sent out quarterly)