

From: Laura Valdez
Sent: Monday, August 27, 2018 9:24 AM
Cc: Project - Advising Roles
Subject: Equity Grid Sheet_Final.xlsx
Attachments:

Dear Colleagues,

The Provost's Office and Human Resources Compensation have been working on a project to study and align advising roles across the institution. Many of you may be familiar with the project based on the survey conducted earlier this year; however, if you are unfamiliar, we encourage you to refer to the project webpage at this [link](#).

The next step is to collect equity grids and updated resumes from individuals in your unit who perform advisement duties as the primary function of their role. Attached you will find a spreadsheet for use in submitting an equity grid for your area. The first tab contains instructions, and the second tab is the worksheet.

Please complete the grid for only individuals with the titles listed on the spreadsheet. If you have employees not listed, but who perform advisement duties as the primary function of their role, you may include them under "Title not listed." In the spreadsheet, include their completed degree(s) and their years of relevant experience. Additionally provide an resume for each staff member.

Please return the equity grid and resumes to Jennifer Love, jenlov22@unm.edu by **September 10, 2018**.

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