

Department \_\_\_\_\_

DATE \_\_\_\_\_

**College and Departmental Diversity and Inclusion Plans Checklist**  
 (Checklist includes actions proposed across all FIU departments as well as national best practices)

Included ✓			Introduction	EXAMPLE	
			1 Departmental or College definition of diversity and inclusion (D&I)	For the purposes of FIU's NSF funded Institutional Transformation grant, the specific categories to increase are women, Hispanic-Americans, and African-Americans if they are underrepresented in your discipline. If that is not the case for your discipline, diversity might be defined as being any underrepresented group that would expand your representation, i.e., in female-dominated fields, men might be underrepresented	
			<b>Departmental context and history</b>		
			2 Current faculty and (doctoral) graduate student demographics	These data are intended to be helpful to you in setting specific goals for diversity recruitment	
			3 History of D&I engagement efforts and outcomes and/or current initiatives	Optional	
Action, goal	Person responsible	Metric, outcome	ACTION ITEMS AND GOALS	Recommended Person responsible	Example Metrics and Outcomes
			<b>FACULTY</b>		
			<b>University Requirements: Professional Development (AWED)</b>		
			5 STRIDE best practices attendance requirement for faculty search members (once every 3 years); Goal: 100% attendance of search members by 2021	Chair	# and % of committee members for reporting year and specific total compliance % towards 2021 goal.
			6 Diversity Advocate (DA) training for one member of each search committee (once every 3 years)(Goal: 100% of search committees meeting DA requirement; 5 year phase in, 2018-2023; (only required for CASE, CEC and SIPA for 2018-19)		Name of DA: _____ # and % meeting training requirement in reporting year; progress towards 2021 goal
			7 NSF Bystander Leadership Program participation (50% attendance by 2023; 5 year phase in; STEM and Social and Behavioral Sciences only required for 2018-19)		Goal: 50% by 2023; # and % of faculty participating annually
			<b>Hiring/Search Committees</b>		(report separately for each search committee)
			8 Selection of search committee by department chair/dean to include member(s) with commitment to diversity	Chair	# and % of committee members committed to diversity
			9 Define objective criteria for selection (or opt to use Applicant and Candidate evaluation tool)	Search Chair	Evaluation tool adopted or developed prior to on-campus visits: Yes/No

Action, goal	Person responsible	Metric, outcome	ACTION ITEMS AND GOALS	Recommended Person responsible	Example Metrics and Outcomes
			<b>Recruitment</b>		
		10	The search committee, and/or a larger group in the hiring unit, should engage in a review of the department's own history of the effectiveness of diversity searching and hiring before beginning a new search and implement an improvement plan if necessary.	Search Chair	Review conducted: Y/N Report changes made to standard practice to increase diversity
		11	Use of "open" job ads, i.e., broadly defined positions	Chair or Search Chair	Position defined broadly in job ad (attach ad)
		12	Placement of job ads in speciality outlets (women and/or minority professional organizations)		List of specialty outlets
		13	Personal recruitment of diversity candidates by a member(s) of search committee		Personal recruitment conducted by (name faculty, describe strategy and outcomes)
		14	Request job candidates to include a diversity statement as part of their application (see: <a href="https://advance.fiu.edu/Diversity_Statement.pdf">https://advance.fiu.edu/Diversity_Statement.pdf</a> )		Diversity statement requested of candidates: Yes/No
		15	Recruitment outcomes	Chair	# and % of diversity candidates that applied
			<b>Selecting and interviewing candidates</b>		
		16	Committee adopts use of Applicant and Candidate evaluation tools (or of criteria defined before the search begins)	Search Chair	# and % of Search Committee members using evaluation tool
		17	Diversity Statements used in evaluation of candidates		Yes/No; report usefulness
		18	Adopt ethical internet search rules for the use of the internet and social media in vetting candidates	Search Chair	Adopted: Y/N
		19	Adopt STRIDE best practices in interviewing	Search Chair	# of Best Practices followed <a href="https://advance.fiu.edu/our-programs/stride/resources/1-STRIDE-Best-Practices-Handout-2017-2018.pdf">https://advance.fiu.edu/our-programs/stride/resources/1-STRIDE-Best-Practices-Handout-2017-2018.pdf</a>
		20	Selection of candidates for on-campus interviews	Chair	# and % of diversity candidates invited to interview on campus
		21	Chair's evaluation and approval of on-campus candidates contingent on sufficient diversity of candidates		Chair may recommend the search be continued until a broader selection of applicants or on-campus candidates is achieved.
		22	Hiring Outcomes		# of diversity candidates hired
			<b>Retention, promotion, and recognition</b>		
		23	Implement early career mentoring for all faculty with consideration to unique aspects of women and minority faculty	Chair or D&I Chair	Describe plan, participants, evaluation procedures and outcomes
		24	Arrange a STRIDE Tenure & Promotion workshop for departmental personnel committee		Date of workshop; # participants

Action, goal	Person responsible	Metric, outcome	ACTION ITEMS AND GOALS		Recommended Person responsible	Example Metrics and Outcomes
			25	Evaluate gender and race patterns of Awards and service recognition (e.g., annually complete Departmental diversity self-assessment)	Chair or D&I Chair	Describe gender and race patterns if any
			26	Initiate and evaluate a strategy to nominate underrecognized URM faculty	Chair or D&I Chair	Describe efforts and outcomes
			27	Assess distribution of services loads; redistribute service and/or provide recognition or compensation for URGs with <u>excessive service demands</u>	Chair	Describe findings; detail remedies, , e.g., provide course release for URG serving on every search committee
			28	Evaluate salary equity on a regular basis (specify timeline)		Review period set for [insert date]: <u>Summarize findings</u>
			29	Make efforts to correct salary inequities		Describe efforts and outcomes
			30	Conduct exit interviews with all departing faculty, as well as “stay” interviews with continuing faculty to understand what <u>factors affect employment decisions</u>		Describe efforts and outcomes
			31	Establish and fund X awards and recognition for faculty members’ diversity efforts		Funding committed: Goal met: Y/N; <u>outcomes</u>
				<b>POSTDOCTORAL FELLOWS</b>		
			32	Assess gender and race patterns in hiring postdocs if applicable	Chair or D&I chair	Summarize patterns if any
			33	Develop diversity plan to recruit diversity candidates, e.g., allot specific proportion of recruitment funds for URM recruitment		Identify point person; Describe plan and outcomes
			34	Provide and assess mentoring		Faculty with postdocs create a mentoring plan for them, similar to current NSF requirements. The Department’s HR Committee and the Diversity Advocate will <u>conduct an evaluation each year.</u>
			35	Assess patterns of awards and recognition; identify ways to diversify recipients		Describe actions and outcomes
				<b>GRADUATE STUDENTS</b>		
			36	Develop diversity plan to recruit diverse students	Chair, GPD, or D&I Chair	Develop plan by Fall 2018 and review progress annually thereafter
			37	Establish diversity awards and recognition for graduate students		Present X diversity awards annually in <u>Spring</u>
			38	Develop plan to improve social climate, e.g., establish mentoring and networking opportunities		Networking event held every semester for URM students
				<b>UNDERGRADUATE STUDENTS</b>		
			39	Assess current demographics	Chair, UPD, or D&I	Report gender/race/ethnic demographics
			40	Develop recruitment plan		Develop plan by Fall 2018 and review progress annually thereafter
			41	Fund opportunities or nominate URM students for internal or external mentoring and training		EX: Provided funding for 2 women students to attend national mentoring workshop

Action, goal	Person responsible	Metric, outcome		ACTION ITEMS AND GOALS	Recommended Person responsible	Example Metrics and Outcomes
			42	The gender and racial/ethnic diversity of the undergraduate Learning Assistant Program will be evaluated annually and a recruitment plan to maintain diversity will be implemented	Chair	Date of evaluation; data; implementation goals and outcomes
				<b>CURRICULUM &amp; INSTRUCTION</b>		
			43	Reward faculty that address issues of cultural competency in teacher training, i.e., participation in Center for Advancement of Teaching	Chair	Describe level of faculty participation and reward structure
			44	Self-evaluation: schedule for review of course content or offerings, e.g. once every 5 years beginning in 2018-2019	Chair or UPD	Schedule set:
			45	Steps to change/improve		Actions taken
			46	Hire adjuncts from URGs		Describe procedures and outcomes
				<b>DEPARTMENTAL CLIMATE</b>		
			47	Establish a Diversity and Inclusion Committee and regular meeting schedule	Chair or D&I Chair	Name committee members and describe meeting schedule; report # meetings held annually
			48	D&I committee will provide support, advocacy, guidance, and access to resources for members of the department who wish to voice concerns about departmental climate issues.		Actions taken
			49	Colloquium Series -Diversity (specific commitment, e.g., diversity speaker or topic twice per academic year)		Commitment met: Yes/No
			50	Diversity Visiting Scholars Program: to the dept will bring professionals from URG's to campus for one to five weeks to work with students or faculty on a particular project or initiative.		Describe program and outcomes
			51	Initial review and schedule of review of departmental web and print matter and news stories for D&I content		Review date(s) and outcomes
			52	Continuing review of public face of department		Review date and outcomes
			53	Identify D&I committee on website		List URL
			54	Governance: Initial review of bylaws re: D&I issues and revisions proposed and adopted		Review date and outcomes, e.g., departmental meeting times changed to a "family-friendly" time slot; term limits for search committee chairs set
			55	Continuing review of bylaws re: D&I issues; set schedule and timeline		Sample Goal: Bylaws reviewed every 5 years in the fall and revisions completed by end of spring semester.
			56	Review of D&I plans: set schedule and timeline		Sample Goal: D&I plans reviewed every 3 years in the fall and revisions completed by end of spring semester. Next review: Fall 2021
			57	Departmental D&I Self-study: Set goal: Annually? Biannually?	Chair or D&I Chair	Review schedule: Completed in reporting year: Yes/No attach study

Action, goal	Person responsible	Metric, outcome	<b>ACTION ITEMS AND GOALS</b>		Recommended Person responsible	<b>Example Metrics and Outcomes</b>
			58	Updates to Diversity and Inclusion Plan: Set frequency of review		Review date and outcomes
			59	Adoption of D&I plans		Set review and adoption schedule e.g., first faculty meeting of year
				<b>Community engagement</b>		
			60	Planned or existing collaborations, e.g., will develop and offer additional continuing education workshops for professionals in the community related to issues of diversity and inclusion	Chair or D&I Chair	Describe workshops held, attendance, evaluation or outcomes