

FIU Departmental Diversity & Inclusion Plans
Procedures for 2018-2019

General Comments:

1. Many excellent ideas were proposed across departments for the Diversity & Inclusion plans. Thank you! We compiled the ideas into a Checklist (attached) that included ten categories (below) with a breakdown of 60 specific actions that were identified, their metrics, and the party responsible for tracking the metrics.
2. To make these plans useful across departments, specific actions, metrics and a responsible party to track/maintain metrics is crucial to establishing an evaluative process. Based on the feedback provided, we encourage you to fill in (or add to) your plan if any information was missing for a specific action.
3. Many departments included a large number of actions in their plans that might pose a challenge to complete in one year. To simplify both actions and reporting, each department is requested to **identify 4 priorities** from the list of ten categories (listed below) (Please refer to Next Steps, No.3)

NEXT STEPS FOR 2018-2019:

1. Please start by reading additional specific suggestions on the draft plan that was submitted (attached). Some points are simply just food for thought. Please revise as you see fit but sure to include metrics.
2. Identify **4 priority areas** from the list of the categories below (all departments are to include the University Requirements category as one priority) on which to focus for 2018-2019.
3. *If your department is conducting faculty searches in the current year, a D&I plan for Faculty Recruitment should be your second priority.*
4. For each priority, list action items, metrics and persons responsible (see attached D&I Priority template). Include at least two action items to reach a priority goal.
5. Please refer to the attached checklist if you want suggestions about what kind of actions or metrics you can use to evaluate your progress over the year for your priority areas. Feel free to add additional priority areas and actions if appropriate. NOTE: Your Dean may make additional suggestions.
6. **By Wed. Oct 31, 2018**, send a copy of the following to your Dean and AWED (awed@fiu.edu).
 - a. your final D&I plan
 - b. your complete D&I Priorities form that will guide your department for 2018-2019
7. **Monday, June 13, 2019**: Using the attached D&I Annual Report Form, include:
 - a. The priorities you set in the Fall
 - b. Your outcomes for the year based on the metrics you submitted earlier.
 - c. Your 4 priority areas and the metrics you will use for 2019-2020.

PRIORITY AREAS

1. University Requirements (required in all annual reports; does not count as one of three priority areas)
 - a. STRIDE
 - b. Diversity Advocate training if applicable in reporting year
 - c. Bystander Leadership training if applicable in reporting year:
2. Faculty Recruitment (*Required for the departments conducting faculty searches this year*)
 - a. Search Committees
 - b. Recruitment
3. Faculty retention, promotion and recognition
4. Postdoctoral Fellows if applicable
5. Graduate Students
6. Undergraduate Students
7. Curriculum
8. Departmental Climate
9. Community Engagement if applicable
10. Other priority area: _____ (*define action items and metrics*)