



Diversity Advocate/Managers Checklist

DIVISION/DEPARTMENT ALIGNMENT WITH STRATEGIC VALUES	YES
Are diversity, inclusive excellence and social justice part of your department's/division's mission and vision statement?	
Does your strategic plan include goals and objectives for diversity, inclusive excellence and social justice?	
Do you communicate regularly to employees that diversity is an important University priority?	
TRAINING	YES
Do you make diversity training available to employees?	
Do you attend diversity trainings?	
Do you encourage employees to attend diversity events, activities and committees?	
Do you encourage and allow your employees to attend the FSA leadership conference?	
Have you and your employees received training on how to be an ally for campus community members who are LGBTQ, undocumented and veterans?	
EVALUATIONS/ASSESSMENTS/DECISION MAKING	YES
Is success with diversity and inclusive excellence part of your evaluation of employees?	
Do you reward employees who actively promote diversity?	
Do you take steps to ensure subconscious bias does not occur in decision-making?	
When making decisions do you take into consideration the needs of our diverse student body and of the region?	
In determining promotion or tenure do you count the employees demonstrated commitment to diversity and inclusive excellence?	
When making decisions do you take into consideration the potential impact of any decision on diverse groups (for example persons with disabilities, first generation students, low income students, etc.)?	
CLIMATE and COMMUNICATION	YES
Do you intervene when you see behavior that is hostile to a diverse workforce or student population?	
Are you aware of different religious practices that may be important to your employees? Do you make appropriate accommodations?	
Are the images, décor, symbols of the workplace inclusive of other cultures?	
Do your publications, ads, website etc. reflect the diversity of our students?	
Is the workplace accessible for persons with disabilities? Do you make appropriate accommodations?	

CLIMATE and COMMUNICATION (continued)	YES
Do you and your employees understand what terms or language may be offensive to different groups? How do you ensure they are not used?	
Do you take steps to ensure all employees and students are included in activities, events and outings?	
Do you ensure service delivery is culturally competent?	
Do you sponsor an event or activity during diversity awareness month?	
When forming or appointing committees, workgroups or ad-hoc groups do you make a good faith effort to appoint a diverse group?	
Do you make intentional efforts to create a workplace where people respect others and are made to feel included and valued?	
HIRING	YES
Is your workforce diverse, if not are you taking steps to diversify?	
Do you have hiring and recruitment practices that ensure you recruit a diverse pool and hire diverse candidates?	
Do you make efforts to ensure that promotions, temporary hires, lecturers, interim positions are diverse and equitable?	
Do you take steps to ensure subconscious bias does not occur in hiring practices?	
Do you ensure search committees are diverse?	
Do you ensure your vendors are diverse?	
Do you review the affirmative action plan to check on whether underutilization (underrepresentation of legally protected categories) exists in your department? If it exists do you take steps to address underutilization?	
COMPLIANCE	YES
Are employees/students aware of complaint processes for Title IX and nondiscrimination? Do they know where to go to file a complaint?	
Are your employees/students aware of the University's Ombud services?	
Have you and your employees received training on Title IX and non-discrimination law?	
Does your division/department post the required Non-discrimination posters?	
Do you address behavior that may result in the creation of a hostile work environment?	
STUDENT LEARNING	YES
Do you have defined diversity and inclusive excellence learning outcomes for your students?	
Do you ensure diversity and inclusive excellence (intercultural competence skill sets) learning outcomes are infused into your curriculum and co-curriculum?	
Do your learning outcomes address both domestic and global diversity concerns?	