

University of Louisville
Unit Diversity Plan Assessment of FY03-04

C/S/D Senior Vice President for Research Office

Date: 7/28/04

University Leadership Initiatives

Unit Initiative(s)

Establish a Unit Diversity Committee

Proposed Objectives

To develop and implement the Unit Diversity Plan

Indicators of Achievement or Progress

Original members were John Jaynes, Tria Warner, Dave King, Shelia Todd and Pamela Feldhoff. Ms. Warner resigned her position in the SVPR Office. Ms. Arnita Gadson will replace Ms. Warner on the committee.

Raise Unit awareness of Diversity

Increase education and understanding of diversity and issues related to race, ethnicity, gender, age, socio-economic status, sexual orientation, disability and religion

The importance of Unit Diversity Plan is emphasized in each unit employee's annual letter.

Proposed Revisions

None

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Employee Diversity

Unit Initiative(s)

In hiring, we will list job opportunities in Career Opportunities and we will network, working with the Human Resources, the Career Center, Pan-African Studies Department and the Vice Provost for Diversity and Equal Opportunity, to identify a diverse pool of qualified candidates.

When advertising outside the University, we will work with HR to identify judicious ad placement.

Proposed Objectives

Increase the number of qualified African Americans in the applicant pool.

Indicators of Achievement or Progress

New employees 4/1/03-3/31/04 = 10

Caucasian = 6

African Americans = 4

Male = 3

Female = 7

Proposed Revisions

The Unit Diversity Committee needs to work more closely with SVPR senior staff to ensure that positions advertised internally and externally reach minority populations. The plan for reaching minority applicants is to be approved by Dr. Martin prior to posting of the job description. There will be follow-up on whether the approved plan was implemented.

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Employee Diversity (cont)

Unit Initiative(s)

Work with School of Business and Education to recruit minority coop-students or interns

Proposed Objectives

Expose minority students to potential career paths in administration.

Indicators of Achievement or Progress

Registered with the Business School to support student interns and coop-students. Contact in the Business School for the program has been Frank McKinney. To date, no intern positions have been identified in the SVPR Office

Proposed Revisions

Interns will be requested/recruited as positions arise in the SVPR Office

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Culture and Climate

Unit Initiative(s)

Monitor UofL website for diversity programs and post for staff information

Monitor pertinent publications and web sites for articles and issues relevant to race and ethnicity in higher education. Post for staff information.

Proposed Objectives

Encourage employees to attend diversity events

Indicators of Achievement or Progress

The Assistant VPR informs unit employees about UofL events that promote an understanding of diversity by e-mail on a regular basis.

A centrally located bulletin board, dedicated to diversity news and events, has been established

To encourage unit employees to attend Diversity programs and events we developed a Unit “Policy for Diversity Event Leave”, which is attached.

Proposed Revisions

None

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Diversity Education for Employees

Unit Initiative(s)

Diversity training – will arrange for training in consultation with Dr. Mordean Taylor-Archer, Vice Provost for Diversity and Equal Opportunity so that training is in-line with Unit goals and objectives.

Proposed Objectives

Increase discussion education and understanding of diversity and related issues

Indicators of Achievement or Progress

Organized a mandatory Diversity Workshop for the entire Unit. Al Herring and Mordean Taylor-Archer directed this workshop from 9 – 2 on 5/18/04.

Proposed Revisions

The initial Diversity Workshop laid the groundwork for future growth in our understanding of diversity and the issues related to race and other areas of diversity. Dr. Martin plans for the Unit to hold another workshop in '04 – '05.

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Diversity Education for Employees (cont)

Unit Initiative(s)

Meet and coordinate with another Unit
Diversity Committee (such as the VPFA) to
Plan activities which could benefit both units'
Diversity training

Proposed Objectives

Share resources and relevant
information

**Indicators of
Achievement or Progress**

Though the SVPR office has had
diversity events these have not
been coordinated with another
Unit.

Proposed Revisions

Eliminate this initiative. The reorganization of the VPFA Unit to VPFA and VPBA and the size of each of the Units (the SVPR Office, alone, consists of ~50 employees) precludes effective planning and execution of joint events. The SVPR Diversity Committee will concentrate on diversity programs and communication of diversity issues for our Unit.

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Service and Support Programs

Unit Initiative(s)

Unit Diversity Committee will meet bimonthly
These meetings will be open to members of the unit.

Proposed Objectives

Discuss issues, evaluate racial climate
and gauge effectiveness of Diversity
Plan.

Achievement or Progress

The Unit Diversity Committee
has met at least bimonthly.
Unit and Committee Diversity
events and issues are discussed
weekly at Dr. Martin's meeting
with the Senior Staff.

Hold a brown bag series of discussions with
pertinent guest speakers from the University
and the Community.

To increase discussion, education
and understanding of diversity
and related issues.

Have held "brown bag sessions
4/7/04 following the 3/31 "Day of
Dialogue on Hate in America"
With Drs. Hudson, Felner and
Busch as discussion leaders.
5/25/04 following our Unit
Diversity Workshop 5/18/04, with
Dr. L. Rothstein as discussion
leader.

Develop and conduct a survey to assess diversity
climate in the Unit and any changes over time.

Survey results to be used to rate
effectiveness of unit diversity efforts.

To be done this fall.

Proposed Revisions:

None

Nancy C. Martin

I. POLICY FOR DIVERSITY EVENT LEAVE -- SENIOR VICE-PRESIDENT FOR RESEARCH OFFICE

PURPOSE / BACKGROUND

The Office of the Senior Vice-President for Research (SVPR) strongly supports an environment of inclusiveness that empowers all employees to achieve their highest potential without fear of prejudice or bias.

POLICY

Through the SVPR diversity plan, SVPR employees are committed to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, age, socio-economic status, national origin, sexual orientation, disability and religion-that enrich a vibrant metropolitan research university.

Every member of the SVPR academic and administrative family are urged to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining and supporting students, faculty and staff who reflect the diversity of our larger society.

Accordingly, the SVPR has established the following policy to encourage activities that enrich the individual experience and support a climate where diverse interests are recognized and embraced.

ORGANIZATIONAL RESPONSIBILITIES

This policy applies to all departments of the SVPR and shall be administered by the SVPR, the Chair of the SVPR Diversity Committee, and the supervisors responsible for the activities of their respective departments.

II. PROCEDURE FOR POLICY

During each fiscal year:

- Each employee of the SVPR may attend during their regular workday hours up to three half-day activities that will enrich their cultural diversity or understanding of cultural diversity. The employee shall request, from their immediate supervisor, permission to attend such activities a minimum of one (1) week in advance of the date of the activity. A request to attend more than three activities in a fiscal year shall

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be justified by the employee in writing. Attendance at a full day activity may also be approved by the immediate supervisor, but shall be counted as attendance at two (2) half-day activities under this policy.

- A formal list of approved activities shall be provided by the Asst. Vice President for Research in charge of diversity Issues, but shall by no means be exclusive, and individual SVPR employees should feel comfortable asking for other activities to be considered for approval under this policy.
- Leave time for such activities shall be reported in the following fashion:
 - Administrators and P&A Employees: Shall report to their supervisor attendance at such events. The supervisor shall then, in turn, report Departmental attendance to the chair of the Unit Diversity Committee on a quarterly basis.
 - Hourly Employees: Shall report to their supervisor attendance at such events. The Supervisor shall then, in turn, report departmental attendance to the chair of the Unit Diversity Committee on a quarterly basis. Hourly employees shall report such functions as:
 - The first function per fiscal year shall be reported as regular time worked, with a notation on the bottom of the bi-weekly timesheet during which the function was attended that lists the specific title and date of the approved diversity function. Overtime pay will be provided for pre-approved equivalent overtime worked during pay periods in which this function is attended.
 - For any function beyond the first diversity function per Fiscal Year, the function(s) shall be reported as SLV on their bi-weekly timesheets and shall write on the bottom of the timesheet the specific title of the function for which SLV was requested. No overtime pay will be provided for equivalent overtime worked during pay periods in which these functions are attended.
- The SVPR will cover the cost of employee attendance at any pre-approved activities that contribute to enriching the cultural experience. To be eligible for such funding, the employee shall submit a request for funding a minimum of one week in advance of the activity date.

III. DEFINITIONS FOR POLICY

Fiscal year: Shall be the fiscal year as set forth by the official operations of the University of Louisville.

Policy: Shall refer to the Policy for Diversity Event Leave as set forth herein.

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