

DRAFT principles for DEI expectations in the College of Forestry (April 6, 2021)

This memo is about how contributions to DEI are addressed in position descriptions and annual reviews. It has been developed by the Dean's staff as part of our work to implement elements of the College's DEI Strategic plan. These topics have been discussed in meetings of all three departments, and input from those discussions has been incorporated. We are seeking feedback and reactions to these proposed principles, prior to finalizing them.

Two issues have dominated discussions: (1) how time is (or is not) allocated specifically to DEI in each PD and (2) what activities constitute such contributions and how they are evaluated. The draft principles incorporate feedback received on these two points.

Position Descriptions:

- In the course of regular duties (teaching, research, service, administration), employees are expected to uphold and enact the principles set out in the College of Forestry's DEI plan. Where DEI material and practices are integrated into daily duties, no separate FTE specifically allocated to DEI work is required in the annual operating PD. Activities that serve DEI goals, but would be considered part of person's regular allocation of duties include:
 - Serving as a panelist for a workshop where relatively little preparation is required (e.g., a Search Advocate workshop panel).
 - Developing proposals (e.g., National Needs Fellowship) to fund graduate students, where the research is aligned with one's existing research program.
 - Participating in discussions of DEI-related topics at departmental meetings or coffees.
 - Discussing DEI topics during a regular lab meeting.
 - Revising class lectures or readings to include DEI-related material.
- For activities that are beyond a person's regular duties and/or where the DEI-related tasks would require a significant amount of time, it is appropriate to discuss whether to include explicit language and FTE in one's PD with one's supervisor. This is particularly important for individuals (especially non-faculty) who wish or are asked to engage in additional activities beyond their existing PD and roles. Examples include:
 - Designing and delivering a workshop on DEI-related content.
 - Coordinating a program, such as a speaker series.
 - Developing a DEI-specific course, beyond one's existing teaching responsibilities.
 - Providing staff support for College DEI initiatives.

Annual Reviews

CoF employees are expected to develop an annual personal plan (set of goals and activities related to DEI), which they discuss with their supervisor during annual reviews. This may include how individuals are striving for continual self-improvement (e.g., through personal study or trainings), but should ideally include actions or anticipated outcomes of actions. Allowing individuals to develop their personal plans recognizes that each person has a unique knowledge and skill base and undertakes different activities in their position.

All CoF employees should be prepared to discuss their DEI-related efforts during annual PROF reviews. This will include assessment of the impact of these efforts over the previous year; to the extent possible, individuals should be prepared to describe how knowledge and skills have been/will be put into practice in specific ways.

When assessing DEI efforts, supervisors should keep in mind differences in roles and FTE allocations in PDs.