

## **College of the Environment Diversity Equity and Inclusion Taskforce November 30 update**

The DEI Task Force has developed a list of questions focused on assessing the current status of DEI activities at the Unit level. The questions are below and focus on plans, policies, and status of Unit DEI efforts; recruitment and retention; training, accountability, and external engagement; and Dean's Office support for DEI. These questions were sent to Unit Heads on November 29. Unit heads were given flexibility in terms of how they respond including working with their DEI Committees or others. The Units were requested to respond back to the Task Force by December 21. Smaller units will be given the option of opting out or only answering part of the questions. The list of units that will receive the questions, the text of the transmittal memorandum to Unit Heads, and the set of questions that were sent to the Units are included below.

### **Units that received DEI Task Force questions. (\* means a small organization with the option of opting out)**

1. Atmospheric Sciences
2. CICOES (Cooperative Institute for Climate, Ocean & Ecosystem Studies)
3. Center for Quantitative Science (CQS/QERM)\*
4. Dean's Office
5. Earth and Space Sciences\*
6. Earthlab
7. Friday Harbor Labs
8. Marine Biology\*
9. Oceanography
10. Program on Climate Change\*
11. Program on the Environment
12. School of Aquatic and Fishery Sciences
13. School of Environmental and Forest Sciences (including the UW Botanic Gardens, Pack Forest, and Olympic Natural Resources Center)
14. School of Marine and Environmental Affairs
15. Washington Sea Grant
16. Quaternary Research Center

### **Text of transmittal memorandum sent to Units on November 30, 2021:**

We are writing to you with a request from the College of the Environment's DEI Task Force. Please recall that interim Dean Hartmann sent a note to the College on November 2 to launch the Task Force. In that message he stated:

*“I have appointed a Diversity, Equity and Inclusion (DEI) Task Force to take stock of the College of the Environment’s current efforts, assess our progress and consider how the Dean’s office can best support efforts in DEI across the College. The DEI Task Force is composed of faculty, staff and students from within the College. The Task Force will be gathering and synthesizing input from across College units and departments with the goal of providing recommendations to incoming Dean Tolstoy for how the Dean’s office can support, coordinate, and sustain ongoing and future DEI efforts.”*

Since we have just a few months until the new Dean joins us, the DEI Task Force would like to summarize DEI-related activities within the College and make recommendations for key next steps for the incoming Dean to consider. To this end, the Task Force has developed a set of questions for Units in the College to answer and we are sending the questions to you as director/chair to develop a response. You are welcome to delegate to and/or coordinate with others in your Unit such as your DEI committee to answer this survey. We also fully anticipate that there will be divergences of opinion between you as a director/chair and others in your unit. In those cases, you are welcome to state the differences of opinion in the answers. We ask that one set of responses be completed for each unit/organization. We will list these questions on the College’s webpage to ensure transparency and accountability.

Here is a Google Document folder for your unit that contains a google document that contains the set of questions that we would like you to answer. If you have any documents that you need to provide per the questions, please place them in your folder.

By tasking you as a leader with these responses, we acknowledge that we will be missing important perspectives from others in your unit. Part of our set of recommendations to the new Dean will be to facilitate more conversations and assessments of what is needed to create a comprehensive plan that will make the College a place where all can thrive.

If you have questions about the Task Force, please direct them to the Task Force Co-Chairs, Russell Callender ([wrc4@uw.edu](mailto:wrc4@uw.edu)) and LuAnne Thompson ([luanne@uw.edu](mailto:luanne@uw.edu)) or the Task Force members from your unit. If you have questions about using the google doc links to respond, please contact Phillip Taylor ([phillipta@uw.edu](mailto:phillipta@uw.edu)).

We would appreciate your response by December 21, 2021.

A caveat: We fully realize that this approach is imperfect because the responses will potentially be biased by those that are in positions of power and authority (e.g., you the Unit Heads). We will acknowledge this concern in our recommendations to the incoming Dean. Even with these initial biases, it is our intent to use the initial set of recommendations to the incoming Dean to be the start of a more comprehensive conversation within the College.

## **Status Assessment: What is happening in your unit right now?**

### **Vision:**

1. *Does your unit have a DEI or diversity statement? If so, please provide a link to it or attach a copy.*
2. *Does your unit have a DEI plan? If yes, please provide a link or attach a copy.*
3. *Does your unit have a dedicated DEI specialist? If yes, describe their role.*
4. *Does your unit have a formal mechanism for recognizing and rewarding leadership and service towards advancing DEI? (e.g., an annual diversity award). If yes, please describe.*
5. *Does your unit have written policies or guidelines that lead to the creation of a more diverse and/or inclusive community within your unit, for faculty, staff, and/or students? For example, policies around student field trips or operations in field settings, hiring, safe spaces/groups, safe channels for communication, required trainings, etc.*
6. *If you can share documents that discuss these policies especially if they might be useful for other units, please share them or provide links to them here.*

### **Diversity Committee:**

1. *Does your unit have a DEI committee? (yes/no)*
2. *If yes, please answer the following questions*
3. *Does your DEI committee have a charge/charter statement? If so, please provide a link or attach a copy.*
4. *If you have a DEI committee, what university groups are represented? (For example: faculty, staff, graduate and undergraduate students, etc.)*
5. *How does your DEI committee communicate and work with Unit leadership?*

### **Recruitment/Retention:**

#### **For Academic units:**

1. *Describe up to five actions your unit uses to recruit faculty with the goal of increasing the faculty diversity (for example: use resources from the Center for Faculty Advancement to revise faculty search and hiring processes).*
2. *Describe up to five actions your unit uses in graduate student admissions with the goal of increasing graduate student diversity within your unit.*
3. *Describe up to five actions your unit uses to support graduate students with underserved or underrepresented identities.*
4. *Describe up to five actions your unit uses with the goal of increasing undergraduate student diversity within your unit.*
5. *Describe up to five actions your unit uses to support undergraduate students with underserved or underrepresented identities.*

#### **For all units:**

1. *Describe up to five actions your unit uses to create an inclusive community within your unit. Example: host a seminar series featuring diverse voices.*
2. *Describe up to five actions your unit uses to recruit staff with the goal of increasing staff diversity.*

### **DEI Training, Accountability and external engagement**

1. *List DEI training activities that have been useful for your unit over the last five years. If possible, give the name of the trainer and/or program if applicable.*
2. *Describe up to five ways in which you hold members of your unit accountable to your DEI goals (For example: individuals in the unit can contact Unit leadership about DEI issues anonymously or Annual Activity Reports for faculty include a section on contributions to DEI). List up to five education, research and/or outreach activities within the last 5 years that your unit (or individuals in your unit) where you have worked to connect with members of underserved or underrepresented students and/or communities external to UW.*

### **How can the Dean's Office work best to support the schools, departments, centers and institutes with their DEI efforts?**

1. *Please list up to five specific suggestions for ways in which the Dean's office could support DEI efforts in your unit and across the college. Areas of suggestions could include vision, service, recruitment/retention, training, accountability, connections to underserved or underrepresented communities, policies etc.*
2. *Should the Dean's Office hire an Associate Dean or other professional focused on DEI? If yes, list up to five priorities for this position?*
3. *Can you dream big? Describe a new transformative initiative (no matter how expensive or comprehensive) that could improve the experience of people with underrepresented or underserved identities in the College or could meaningfully connect and support individuals with underrepresented identities outside of UW to University research, education, and/or outreach efforts.*