

2017 University Diversity Plan Accountability Report

Reporting Unit:	Dean of Faculties	Date:	November 14, 2017
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ACCOUNTABILITY: Due to the unique composition of units within the Dean of Faculties, it is difficult to benchmark with other peers as a whole. Nonetheless, the staff within the offices that comprise the Dean of Faculties is diverse in regards to their sex, ethnicity and classification. Comparing the Dean of Faculties data with Texas A&M University Division of Academic Affairs (DAA) data, we find that on employment of minorities based on gender, the Dean of Faculties is well above the majority of units under the DAA. As for data pertaining to race and ethnicity, compared with the rest of the DAA, we find that the Dean of Faculties compares well against other units in regards to Hispanic and Asian ethnicity and race and it is within the average on the category of Black or African American.

Recruitment: The Dean of Faculties had to fill vacancies due to resignations and retirement in some of its offices. Units under the Dean of Faculties utilized the services of Human Resources to identify a diverse applicant pool, placed announcements in state-wide publications and list serves, and with diversity networking groups and professional associations. Consequently, several vacancies at the Dean of Faculties were filled with female candidates. The Dean of Faculties recruiting efforts has been enhanced by focusing on the following and always has room for improvements. The Dean of Faculties has focused on drafting specific language in the vacancies tailored to attract diversity. Information Technology Systems Unit under Dean of Faculties made some recruitment strategies and progress by working closely with HR liaison, to make certain that all position description language and recruitment activities follow the university rules and policy to ensure that the most diverse and best available pool of applicants apply for the position.

The Dean of Faculties emphasize commitment to diversity and inclusion by including descriptions of the diverse demographics and minority representation on all searches in the Dean of Faculties units. Increased efforts has been enhanced to balance the overall gender composition across the Dean of Faculties units. The Dean of Faculties recruited for six positions hiring overall 5 White females and one Asian female. Center for Teaching Excellence recruited several graduate and undergraduate students to serve as graduate assistants, graduate teaching consultants, and student workers. This recruitment resulted in employing 12 staff members for vacant or newly created positions throughout the year, with employment pool resulting in a White, Non-Hispanic population of 67%, a Hispanic, any race population of 17%, an Asian population of 8%, and an African American population of 8%. The ratio for gender was determined with population to be 50% for female and 50% male. This Unit reached out to departments and colleges to request professional recommendations for many of these vacancies. Efforts were made to contact Internal and external networking and advertising which would purposefully include Under-Represented Minority Professional Organizations.

Retention: The Dean of Faculties provides excellent opportunities for employee advancement and recognizes staff achievements. All units under the Dean of Faculties continue celebrating the accomplishments of its entire staff in an inclusive office environment. The units across the Dean of Faculties foster a welcoming and inclusive climate for all staff. Team building approach has helped the Dean of Faculties units retain its staff with a very little turnover overall. Therefore, the Dean of Faculties continues to utilize the same strategies as last year which includes:

- Opportunities for staff to move into other areas of work, taking on and leading projects. This provides growth and ownership of the work and the processes
- Team work as a learning community
- Staff is progressively trained and cross trained in all areas
- Bi-weekly meetings for important team-building
- Professional development through a variety of training resources on campus and off campus
- Rewarding staff performance with salary increases, and personal growth opportunities
- Staff Appreciation Week luncheon

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In addition to the above, the Dean of Faculties has implemented new strategies last year to strengthen retention efforts. The two offices within the Dean of Faculties participated in an anonymous self-exploratory exercise on their core values pertaining to service, teamwork, accountability and respect. They worked closely on the project and deemed it successful. The Dean of Faculties held monthly joint staff meeting where discussion topics included cultural competency and diversity. The Dean of Faculties encouraged career development by providing the staff with an array of training options. The Dean of Faculties was not always successful in organizing a lunch to welcome new staff due to scheduling conflicts.

The Dean of Faculties also implemented new strategies in light of the Benchmarking Report. One of them was to conduct a staff workshop on diversity and inclusion to broaden our knowledge in these areas. All Dean of Faculties staff members were encouraged to attend the workshop, "When Multicultural Competence Meets Reality", by Mr. Justin Brown, Diversity Consultant/ Trainer. The workshop attendance was 99%. The second strategy was to match employees with staff mentor. We are still exploring this and trying to do additional research before implementing it. The Dean of Faculties is always educating staff about the President's Council on Climate and Diversity, and in particular the initiatives driven by the Academic Affairs Climate and Diversity Committee. During the staff meeting, staff members are made aware of the NCORE 2017 Speaker Series with option of attending in person or livestreaming.

All Units work hard to maintain a departmental environment that fosters collaborative thinking and yet celebrates the uniqueness that each employee brings to the departmental mission. Some Units have encouraged professional development so that each employee continues to grow in their work responsibility and have the opportunity to network with peers outside the campus community. The units are also rewarding the employee performance not only in salary but also by providing an environment that is inviting, nurturing, and provides personal growth opportunities. All unit under Dean of Faculties actively celebrates The Staff Appreciation Week with a luncheon. Retention can still be improvised by regularly scheduled meeting during which everyone's input is valued.

CLIMATE: The Dean of Faculties has not deviated from last year's strategy and provides a welcome, open and inclusive environment where all staff members can participate freely. Teamwork approach, open door policy, inclusion, participation, feedback and sharing of information are some of the tools utilized to promote a positive working environment. The Dean of Faculties units carry out staff/team meetings to share a variety of topics including, but not limited to sharing of personal announcements; discussion topics concerning cultural competency and diversity; Work accomplishments and activities; Team building and sharing of opinions and advice on projects. Units of the Dean of Faculties are supportive and celebrate important personal events in the lives of its employees and frequently will hold pot-luck lunches around various holiday themes and celebratory events.

The Dean of Faculties has emphasized some new strategies to enhance competency in dealing with diversity through training and education. Some Unit under DOF have morning meetings every Friday in addition to the monthly joint/combined meetings (e.g. DOF & ISFS combined meeting last Friday of every month). Team meetings allow for employees to share professional achievements and personal announcements that are not work related. These meetings also provide a platform for the employee to share in work accomplishments and activities for the week or for the month. ITS has organized small retreats for its department to review the mission of the department, small group review of departmental priorities, lunches, group discussion of departmental concerns or issues and team building exercises. The Center for Teaching Excellence has offered several workshops to faculty & graduate students in the area of inclusion, equity, and civility which aim to improve campus climate. Future strategies will be focused on to continue to strengthen our own competencies in facilitating difficulties dialogues through training programs offered by experts.

4. EQUITY: Equity efforts continues to be the cornerstone of the success of the work climate at the units of the Dean of Faculties. In the past years, the Dean of Faculties put in practice a variety of measures and actions intended to create an equitable environment for its staff. These measures are as follows:

- Annual equity reviews of salaries across the unit
- Equity adjustments as deemed necessary
- Flex schedule during summer months
- Granting of administrative leave (March and September) to all staff members

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- Hiring salary adjustments
- Team working environment by encouraging input and ownership of the programs and activities
- Cross training of staff across the offices in different operational areas
- Exposure and training of staff to new operational areas to develop experience for potential advancement
- Professional training of staff (external and in-house)
- Professional development opportunities on an annual basis during goal-setting
- Succession plan for potential staff vacancies