

Annual Diversity Plan Accountability Report

Reporting Unit Dean of Faculties (CTE, ITS, IFSS, DOF office, FS) Reporting Date: November 2015
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Please define the groups applicable to your unit for which you collect information and make peer comparisons.

- Students
 - Undergraduate
 - Masters
 - Doctoral
 - Professional
- Faculty, Lecturers, and Instructors
- Administrators (applicable to all units)
- Budgeted Staff (applicable to all units)
- Other (Define) _____

I. Recruitment

Assess and describe the strategies your unit has implemented to attain a strong, demonstrable presence of diversity in our faculty, staff, students, and administrators where they have historically underrepresented in your discipline, your unit, and/or in the institution

The Dean of Faculties Office (DOF) at large has not recruited much this past year. However, units under the DOF 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, two vacancies at the DOF were filled with female candidates. DOF future recruiting efforts will be further enhanced by focusing on the following:

- Drafting specific language in the vacancies tailored to attract diversity
- Emphasizing our commitment to diversity and inclusion
- Include descriptions of the diversity demographics at the DOF units

II. Retention

Assess and describe the strategies designed to retain diversity in our faculty, staff, students, administrators, and supporters where they have been underrepresented

The Dean of Faculties Office (DOF) celebrates the accomplishments of all its staff in an all-inclusive office environment. Team building approach and team-work process has helped the DOF units retain all of its staff. Some of the strategies utilized are as follows:

- 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
- Weekly and 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
- Remote work strategy to retain highly qualified employees

III. Campus Climate

Assess and describe the strategies used to create an environment where the opportunity to fully participate does not inappropriately or unintentionally depend on elements of an individual's identity

The Dean of Faculties (DOF) provides an open and inclusive environment in where all staff members can freely participate.

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Teamwork approach, open door policy, inclusion, participation, feedback and sharing of information are some of the tools utilized to provide for a positive working environment. DOF units carry out staff/team meetings to share a variety of topics including, but not limited to:

- Sharing of personal announcements
- Work accomplishments and activities
- Team building and sharing of opinions and advice on projects

In addition, units of the DOF are supportive of 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.

IV. Equity

Assess and describe your unit's strategies to address equity issues across applicable groups (e.g., advancement, promotion, professional development, salary, staff training and development, student leadership development, start-up packages, leadership succession planning, etc.).

Equity efforts at the DOF units have been at the forefront of its leadership team. In this regard, the DOF has put in practice a variety of measures and actions intended to create an equitable environment for its staff:

- 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 at the DOF office
- 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

Units under the DOF will continue to ensure that when searching to hire for vacant positions, a diverse applicant pool is identified and considered in making hiring decisions. In addition, units of the DOF will continue to offer diversity-related workshops to its constituents.