

## 2016 University Diversity Plan Accountability Report

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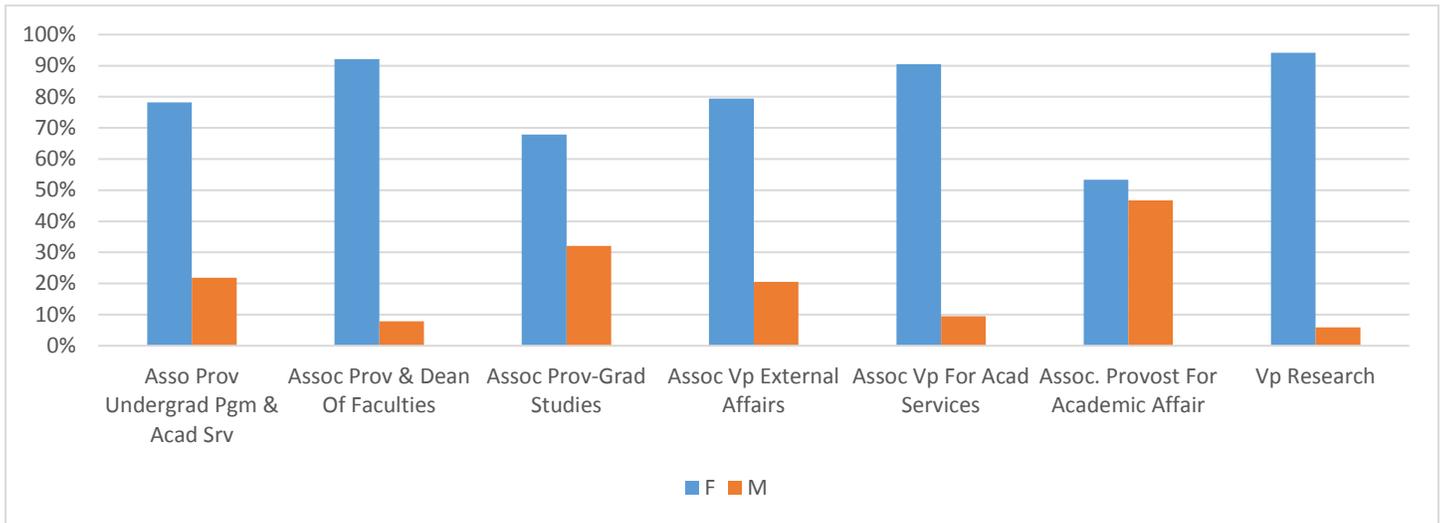
**Date:** November 4<sup>th</sup> 2016  
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### I. DATA FOR 2015

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| <ul style="list-style-type: none"> <li>- 2 Faculty, Lecturers, and Instructors</li> <li>- 5 Administrators</li> <li>- 44 Budgeted Staff</li> <li>- 34 total females (66.67%)</li> <li>- 17 total males (33.33%)</li> </ul> | <ul style="list-style-type: none"> <li>- African American –7.84%</li> <li>- Hispanic -- 13.73%</li> <li>- Not specified -- 3.92%</li> <li>- Two or more races -- 1.96%</li> <li>- White -- 58.82%</li> </ul> |
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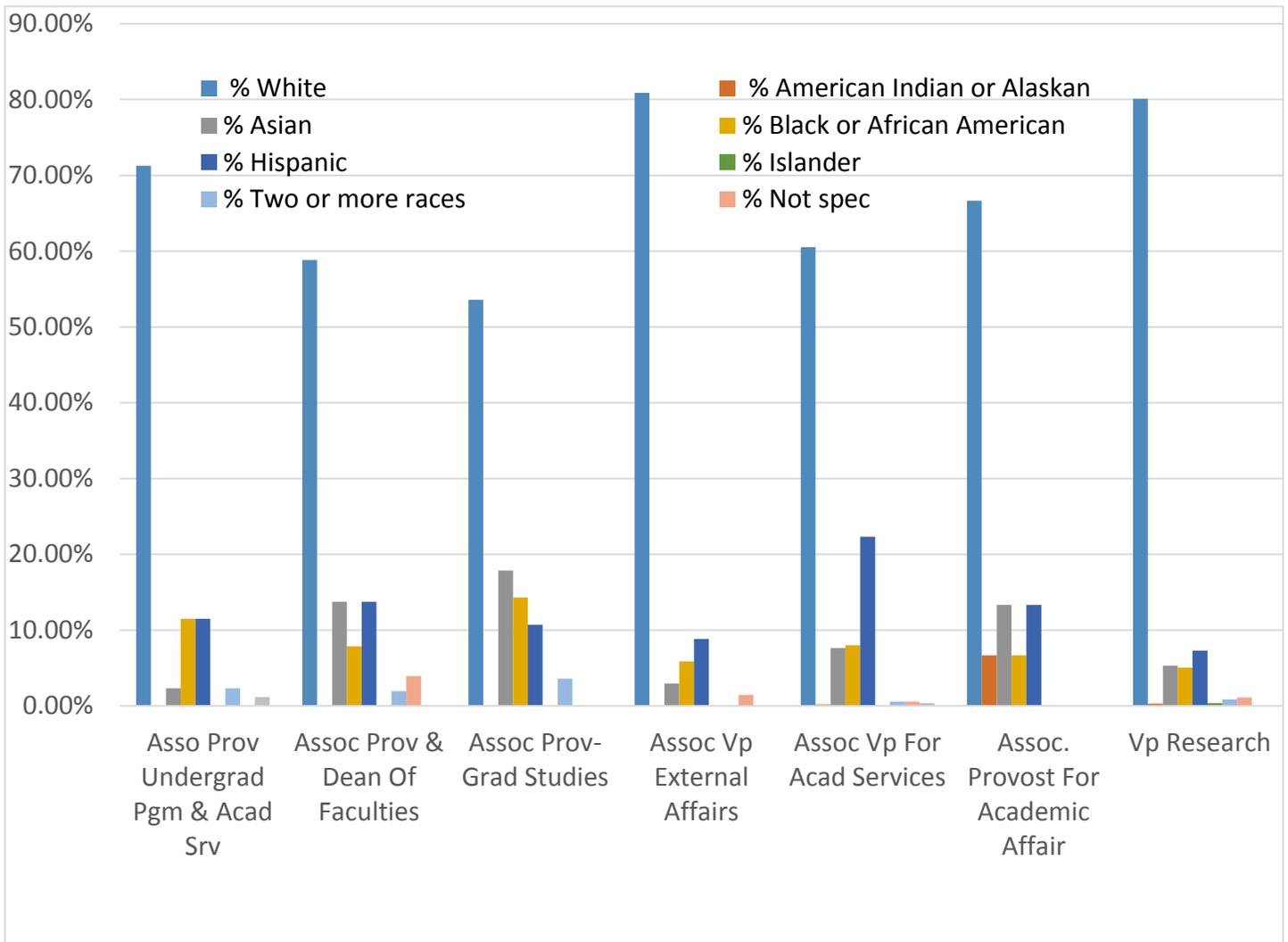
**II. ACCOUNTABILITY** – The Dean of Faculties, possesses a very unique composition of units. Therefore, it is difficult to benchmark with other peers as a whole. Nonetheless, the staff within the offices that comprise the Dean of Faculties is diverse in regards to their sex, ethnicity and classification. In this regard, there is a 66.67% of females versus a 33.33% of males. As to ethnicity, there is a 58.82% of white versus a 41.18% of other ethnicities including not specified and two or more races. Asians and Hispanics both lead with a 13.73% of representation. As to classification, it is important to note that overall Computer, Engineering and Science occupations held the highest percentage of employees (40%) followed by Office and Administrative Support occupations (20%).

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. The data are charted as follows:

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### A. – 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, three vacancies at the Dean of Faculties were filled with female candidates. The Dean of Faculties 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
- Including descriptions of the diverse demographics in the Dean of Faculties units
- Increase efforts to balance the overall gender composition across the Dean of Faculties units

In comparing ourselves to peer institutions in the January 25, 2016 AACDC Benchmarking Subcommittee Report, we found that the above strategies are in line with peer institutions. However, we also found that it would be beneficial to add and adapt the following strategy:

- Include minority representation on all searches

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### B. – Retention

The Dean of Faculties continues celebrating the accomplishments of all its staff in an all-inclusive office environment. 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 include:

- 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

In addition to the above, the Dean of Faculties has implemented new strategies to strengthen retention efforts such as:

- Participation of the Dean of Faculties staff in an anonymous self-exploratory exercise on their core values pertaining to service, teamwork, accountability and respect
- Inclusion on all staff meetings of discussion topics concerning cultural competency and diversity
- Encouraging career development by providing the staff with an array of training options
- Lunch to welcome new staff

As for future strategies, in light of the Benchmarking Report, the Dean of Faculties will:

- Conduct a staff workshop on diversity and inclusion to broaden our knowledge in these areas
- Match employees with staff mentor
- Educate staff about the President's Council on Climate and Diversity and in particular the initiatives driven by the Academic Affairs Climate and Diversity Committee

### III. 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 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.

As for future strategies, in light of the Benchmarking Report, the Dean of Faculties will:

- Enhance competency in dealing with diversity through training and education

### IV. EQUITY

Equity efforts continue 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
- 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

The Dean of Faculties believes that the array of equity measures that it has in place is solid and greatly benefits its staff.