

Academic Year 2021-2022

# ODI PARTNERSHIP GUIDE

For Departmental DIB Committees and Task Forces

*Prepared by*



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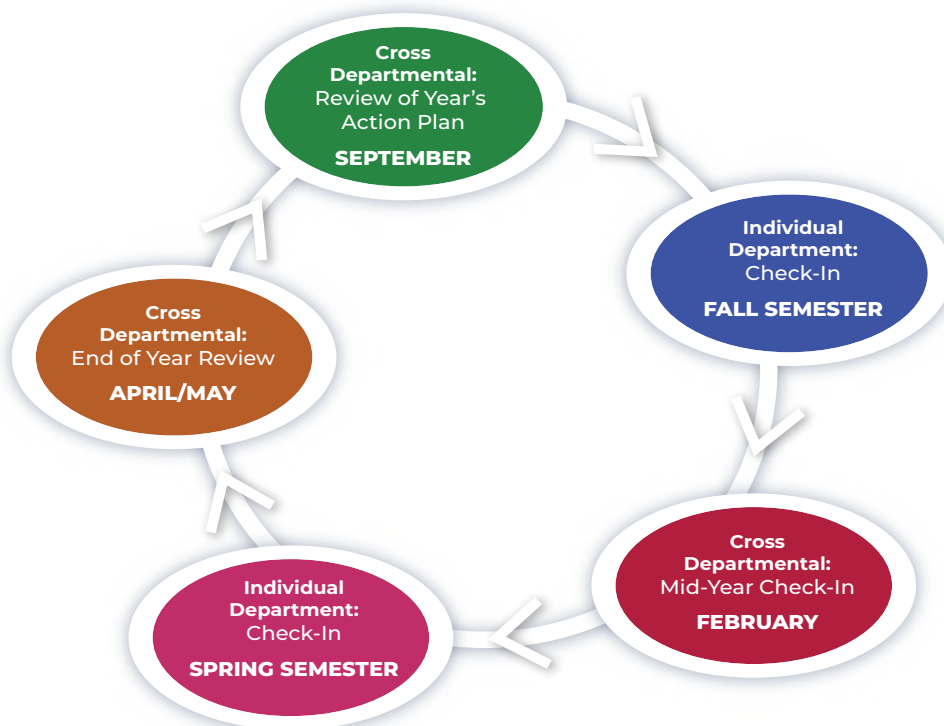
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# CYCLICAL ENGAGEMENT OF DEPARTMENT DIB COMMITTEES

The diagram below reflects the expected guidelines and cycle of department DIB committee engagement during a calendar year.

**NOTE:** Any additional meetings between individual academic departments and the Office of Diversity and Inclusion that may be needed can be scheduled (and they are not reflected in the diagram below).



## School and Department Roles With DIB

This section is intended to provide some clarity and distinction between institutional priority goals and diversity efforts that are carried out at the department level. Institutional priority goal areas for the academic year are as follows:

### Leadership & Institutional Systems

- **Goal 1:** Build institutional infrastructure that allows for sustainable best practices and progress across core functions of school.

### Learning Culture at Harvard Chan

- **Goal 2:** Establish a learning culture and systems that center development of awareness, knowledge, and skills for leaders and community members.

### Diversity of Our People & Their Success

- **Goal 3:** Increase representation of historically marginalized communities, underrepresented Black, Indigenous and communities of color and related supports for fostering a thriving experience.

Please reference the Office of Diversity and Inclusion's Strategic Plan entitled *Foundations for Sustainable Progress and Transformation: An Inclusive Excellence Strategic Plan for Harvard Chan* to review details of institutional goals and action items. As stated earlier in the Overview section of this document, our school-level priorities and goals must be present and reflected in the practices and diversity efforts of every department within the school.

## SCHOOL AND DEPARTMENTAL OVERSIGHT ITEMS

The table below provides guidance with respect to the types of items that must be addressed and actualized at the institutional (e.g. School) level, and items within the department span of control and that must be implemented at the departmental level.

	<b>School: Responsibilities of ODI on School-Wide Actions</b>	<b>Department: Responsibilities of Departments With ODI Support</b>
<b>Vision &amp; Goals</b>	<ul style="list-style-type: none"> <li>DIB vision for School</li> <li>Prioritize DIB goals for School</li> <li>Cross-School coordination of departmental DIB planning</li> </ul>	<ul style="list-style-type: none"> <li>DIB vision within department field of study/operation</li> <li>Departmental Action Plan (DAP)</li> <li>Completion of departmental DIB cyclical engagement (i.e. highlighted in <i>Cyclical and Key Steps During Year</i> section)</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>Policies linked to core functions that impact all departments</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>School-wide communication to all stakeholders on progress and updates</li> </ul>	<ul style="list-style-type: none"> <li>Departmental communication to department stakeholders on progress and updates</li> </ul>
<b>Assessment &amp; Data</b>	<ul style="list-style-type: none"> <li>School-wide DIB assessment, reporting, data tracking, and data sharing</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of unique departmental activities, functions, and practices</li> </ul>
<b>Bias Response</b>	<ul style="list-style-type: none"> <li>Coordinate and increase awareness of bias and hate crime reporting systems</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate referral to bias and hate crime reporting systems, when needed</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>School-wide programs and events</li> <li>Learning and development activities available across departments</li> <li>Facilitator support: Meet DIB facilitation needs across departments</li> <li>Sharing of University- and School-developed learning resources and guides</li> </ul>	<ul style="list-style-type: none"> <li>Departmental programs and events</li> <li>Coordination with ODI on Departmental Learning &amp; Development Module scheduling</li> <li>Learning and development activities at intersection of department field of study/operation</li> <li>Utilize learning resources and guides, where appropriate</li> <li>Disseminate University- and School-developed resources within department community as needed</li> </ul>
<b>Department Collaboration</b>	<ul style="list-style-type: none"> <li>Create spaces and systems to foster cross-departmental engagement, communication, and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Access and participate in cross-departmental opportunities for engagement</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>Support with development of Process Model for DIB Curriculum Review</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of Steps for Curricular, Course and Syllabus Enhancements</li> </ul>
<b>Recruitment &amp; Selection</b>	<ul style="list-style-type: none"> <li>Development of cross-departmental DIB standards and expectations within recruitment, selection and on-boarding process</li> <li>Facilitation of DIB training for search committees and hiring managers</li> <li>Facilitation of DIB training for admissions application reviewers</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of DIB recruitment, selection and on-boarding best practices for search committees and hiring managers</li> <li>Implementation of DIB best practices for application reviewers</li> </ul>
<b>Pipelines and Pathways</b>	<ul style="list-style-type: none"> <li>Coordination of School-level Pipeline and Pathway Programs for students and employees</li> </ul>	
<b>Reporting</b>	<ul style="list-style-type: none"> <li>School-level end-of-year DIB Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Submission of departmental end-of-year Progress Report</li> <li>Incorporation of Progress Report feedback into planning activities</li> </ul>