

DIVERSITY, INCLUSION & ACCESS

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Diversity, Inclusion & Access Self-Assessment- Administrative

Circle your response: Y=Yes, N=No, S=Somewhat, DK=Don't Know, NA=Not Applicable

Unit refers to the administrative office where you work.

VISION, LEADERSHIP AND MESSAGING					
1. Our unit is actively committed to issues of equity, inclusion, and diversity.	Y	N	S	DK	N/A
2. Our unit's mission and vision statements include references to or goals on equity, inclusion, and diversity.	Y	N	S	DK	N/A
3. The principles of equity and inclusion are embedded in our unit's mission, vision, and core values.	Y	N	S	DK	N/A
4. We have resources dedicated to equity, inclusion, and diversity issues, including professional development for managers and staff.	Y	N	S	DK	N/A
5. Our equity and inclusion values are reflected in our internal and external communications, such as program descriptions, outreach materials, website, and newsletters.	Y	N	S	DK	N/A
Comments on Unit Vision, Leadership and Messaging					

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RESEARCH, TEACHING, AND PUBLIC SERVICE					
1. We regularly and systematically collect and analyze data about equity, inclusion, and diversity.	Y	N	S	DK	N/A
2. We use program assessments and evaluations that assess our ability to be responsive to the needs of our increasingly diverse state, national, and global context.	Y	N	S	DK	N/A
3. We actively develop resources for supporting our equity, inclusion, and diversity needs.	Y	N	S	DK	N/A
4. We encourage innovation that addresses equity and inclusion in our workplace.	Y	N	S	DK	N/A
5. Our programming, advising, and/or outreach practices offer all groups – including those from underrepresented communities - the opportunity to fully engage.	Y	N	S	DK	N/A
Comments on Research, Teaching, and Public Service					

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PATHWAYS FOR ACCESS & SUCCESS FOR OUR STAFF					
<i>This section refers to unit staff.</i>					
1. Our unit actively values and seeks to hire a diverse staff.	Y	N	S	DK	N/A
2. We employ best practices for fair and inclusive hiring and advancement such as: active outreach to underrepresented communities, appointing diverse hiring committees, using clear hiring criteria, supporting professional development and career advancement for current staff, regularly using campus affirmative action goals and other workforce data, etc.	Y	N	S	DK	N/A
3. Staff from underrepresented identity groups are proportionally represented in leadership and management positions as compared with their overall numbers in the unit.	Y	N	S	DK	N/A
4. All staff have unit support to continue their professional growth and career advancement.	Y	N	S	DK	N/A
5. We provide mentoring opportunities for all levels of staff and management - internally and through other campus venues.	Y	N	S	DK	N/A
6. We provide staff with opportunities to engage in community-based learning and public service.	Y	N	S	DK	N/A
7. We provide fair and transparent recognition processes for achieving excellence across all staff positions.	Y	N	S	DK	N/A
Comments on Pathways for Access & Success for Our Staff					

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PATHWAYS FOR ACCESS & SUCCESS FOR OUR STAKEHOLDERS					
<i>This section refers to students, faculty, and staff who engage with unit.</i>					
1. Our unit values and seeks to support our students, faculty, and/or staff stakeholders with diverse racial, ethnic, gender, socioeconomic, immigrant, international, sexual orientation, disabilities/abilities, and religious backgrounds in our programs and services.	Y	N	S	DK	N/A
2. Direct support is provided, where needed, to ensure the needs of our stakeholders from of all backgrounds are met.	Y	N	S	DK	N/A
3. We provide support for critical transitions for students, faculty, and staff (for example, first year of college, assistant to associate professor, non-manager to manager) that is based on best practices in the field, and we track and measure our success.	Y	N	S	DK	N/A
4. We talk regularly with our stakeholders about equity, inclusion, and diversity issues such as cross-cultural understanding, and provide resources to them for support.	Y	N	S	DK	N/A
5. We employ advising and mentoring practices and partnerships to our students to provide greater impact to their graduation and retention rates.	Y	N	S	DK	N/A
6. We engage in study and dialogue with the stakeholders we serve about topics related to equity, inclusion, and diversity. This kind of learning is actively supported and valued by our unit.	Y	N	S	DK	N/A
Comments on Pathways for Access & Success for our Stakeholders					

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UNIT CLIMATE					
1. We regularly assess and provide resources to address workplace climate related to race, ethnicity, gender, gender identity, religion, sexual orientation, socioeconomic status, disability/ability, nationality, and other areas of diversity for all of our staff members and our stakeholders.	Y	N	S	DK	N/A
2. We regularly assess the degree to which our staff and our stakeholders feel respected, valued, fully included, and welcomed, and provide resources and training to address challenges and support an inclusive climate.	Y	N	S	DK	N/A
3. There is a clear culture of respect, collegiality, intergroup dialogue, and collaboration across differences in all levels and positions of our unit.	Y	N	S	DK	N/A
4. All unit-sponsored events and activities are physically accessible to participants with disabilities.	Y	N	S	DK	N/A
5. If issues of insensitivity, exclusion, disrespect, or harassment arise in our workplace or other spaces we support, they are addressed directly and in a timely fashion.	Y	N	S	DK	N/A
6. In my opinion, all students, faculty, and staff feel comfortable and welcome to be their full selves in our workplace and in the other spaces we support (for example, classrooms, dorms, cafeterias, buildings).	Y	N	S	DK	N/A
7. Visible images and materials throughout our workspaces are welcoming and inclusive to diverse groups - for example, they include positive multicultural images, reflect the experiences of multiple communities, offer messages of equity and inclusion, showcase our own diversity.	Y	N	S	DK	N/A
8. Our staff, as well as our physical spaces, provide a comfortable environment for discussion of personal and academic topics related to race, ethnicity, gender, gender identity, religion, sexual orientation, socioeconomic status, disability/ability, nationality, and other areas of diversity.	Y	N	S	DK	N/A
Comments on Unit Climate					

Statements drawn from [UC Berkeley's Strategic Planning Toolkit](#).