

## **Working Group on Diversity and Respect at The City College of New York**

### **Point Person responsibilities:**

- Coordinate the work of the three subcommittees (see below)
- Recruit subcommittee members from throughout the College
- Coordinate work of existing Divisional/School Committees on Inclusive Excellence and work to establish them in Divisions/Schools that do not currently have them
- Communicate with President, Provost, and appropriate College offices
- Identify and advocate for necessary resources for subcommittees to do their work
- Work with President, Provost, and Deans to project institutional support for this work

Recommendation: Reassigned time should be available for this person and this work should be considered substantially in tenure and promotion decisions.

### **Subcommittee responsibilities:**

#### **1.) Personnel equity and fairness**

##### Responsibilities:

- Take steps to ensure diverse search committees, raise awareness of unconscious bias in the search process, and expand recruitment plans
- Implement unconscious bias training for Deans, Department Chairs, Departmental Executive and Divisional/School P&B Committees, and all search committees
- Improve tenure and promotion rates for women and people of color: Share best practices for mentoring programs and develop plan to implement mentoring for faculty throughout the reappointment, tenure, and promotion processes, with special support for under-represented groups (like the Mellon Fellowship) +
- Recalibrate standards for tenure and promotion to include broader qualifications (review Ernest Boyer's *Scholarship Reconsidered*) and increase the transparency of the process
- Develop strategies for faculty/staff retention: develop campus climate survey and exit interview system to gather data on when individuals leave and why
- Increase diversity in administrative and leadership positions: Develop training and support for faculty/staff to take on new roles

Membership: Representatives from HR, Office of Diversity and Compliance, Provost's Office, Faculty Senate Diversity Committee, CCNY PSC-CUNY Chapter EC, and from each Divisional/School Committee on Inclusive Excellence (and from Staff Council, once formed)

#### **2.) Programming to support Diversity, Inclusivity, and Respect**

##### Responsibilities:

- Work with Student Affairs to develop faculty moderators for events to ensure fairness and safety (physical, emotional, and intellectual) during difficult conversations
- Develop ground rules for respectful discussions for all CCNY events

- Develop an advisory group to work with students groups and clubs to promote respectful and inclusive conversations at events
- Design ongoing programs and activities (e.g., workshops, film showings, sensitivity trainings, projects) that promote safety, fairness, inclusivity, and diversity
- Provide faculty with pedagogical tools and knowledge to incorporate diverse perspectives into their courses and curricular activities and to engage in respectful interactions that create a culturally inclusive learning community
- Circulate statistics, re: who is at CCNY and make visible the many groups that make up our student body, faculty, and staff through images that reflect the College's diversity
- Develop process to turn acts of violence, hate, harassment, retaliation, or prejudice into campus-wide teachable moments

Membership: Representatives from Student Affairs, Counseling Center, Public Safety, Student Government, Faculty Senate Diversity Committee, Faculty Senate Student Affairs Committee, CCNY PSC-CUNY Chapter EC, religious community, and from each Divisional/School Committee on Inclusive Excellence (and from Staff Council, once formed)

### **3.) Responding to Harassment, Discrimination, and Retaliation**

#### Responsibilities:

- Identify problems and gaps in current reporting and adjudicating processes
- Research best practices for adjudicating harassment and discrimination cases and develop plan for strengthening existing structure for reporting and responding to complaints
- Develop plan to make information regarding counseling, resources, and reporting/adjudicating processes widely and easily available
- Implement measures to monitor and assess the reporting and adjudicating processes
- Develop ongoing harassment and discrimination education for deans and department chairs regarding definitions, reporting responsibilities, and College resources and processes, with replicable workshops for faculty and staff
- Develop plan to ensure safety and job security for those who report incidents of harassment or discrimination
- Work with President, Provost, and Deans to set up a process for institutional condemnation of acts of violence, hate, harassment, retaliation, or prejudice

Membership: Representatives from Human Resources, Office of Diversity and Compliance, Student Affairs, Public Safety, Faculty Senate Student Affairs Committee, Faculty Senate Diversity Committee, CCNY PSC-CUNY Chapter EC, and from each Divisional/School Committee on Inclusive Excellence (and from Staff Council, once formed)

Recommendation: The committees outlined under “Membership” for each sub-committee should nominate their own representatives.