

COLLEGE OF EDUCATION

AFFIRMATIVE ACTION PLAN

- Objective:** To ensure that all members of the College of Education are aware of the Affirmative action plan and the need for diverse staffing at all levels within the College of Education.
- Action Step:** Conduct training and education sessions on affirmative action each semester that include expert guest speakers, and discussions on the results of past MSU and College of Education Affirmative Action reports, to brainstorm about the design and content of the next plan
- Action Step:** Provide an annual College of Education Affirmative Action report that will include details on how sessions progressed
- Action Step:** Support MSU special commemoration/ethnic observance events throughout the year (e.g., February as African-American History Month, March as Women's History Month, May as Asian-Pacific Heritage Month, September/October as National Hispanic Heritage Month, etc) by having every department represented at each event
- Person Responsible:** Dean, Diversity Committee, Chairs, Faculty and Staff

- Objective:** To increase opportunities to develop a diverse pool of applicants for each search to fill vacant faculty positions.
- Action Step:** To develop a recruitment plan that is designed to attract a diverse pool of applicants. The plan will be committed to:
1. Write job descriptions that intentionally incorporate language in the requirements section that reflect the department's desire to hire candidates who are from diverse populations and are committed to the development of multicultural competencies
 2. Establish guidelines for search committees to use as they prioritize these candidates through the screening, interviewing and selection process
- Action Step:** Develop a pool of statements that departments can adapt as they develop required criteria for vacant faculty positions
- Action Step:** Advertise in the primary journals of the various race and ethnic groups
- Action Step:** Provide search committees with antiracism training to enable them to review applications and interview potential candidates in an atmosphere free of ethnocentrism and intentional and unintentional racism
- Person Responsible:** Dean, Diversity Committee, Chairs, Faculty and Staff

RETENTION PLAN

- Objective:** To establish a College of Education workplace environment that is inclusive, welcoming of diversity and free of discrimination, harassment, workplace bullying and violence.
- Action Step:** Develop a College of Education vision statement that asserts that acts of discrimination, prejudice, and workplace intimidation will not be tolerated and will be addressed immediately
- Action Step:** Assess the climate in the College of Education (a) towards faculty from diverse backgrounds; (b) experience of faculty from diverse backgrounds
- Action Step:** Have all faculty and staff in the College of Education participate in training on White privilege, ethnocentrism, racism (intentional and unintentional), workplace harassment and bullying
- Action Step:** Develop and implement College of Education policies and procedures for responding to acts of racism, ethnocentrism, workplace harassment and bullying
- Action Step:** Evaluate the efforts of each department and department Chair to promote an inclusive and intimidation-free workplace
- Person Responsible:** Dean, Diversity Committee, Chairs, Faculty and Staff

- Objective:** To ensure that faculty from diverse backgrounds are intentionally retained in the College of Education.
- Action Step:** Identify appropriate and effective strategies from the existing research to support and retain diverse faculty in the College of Education
- Action Step:** Designate a person from the following university entities to provide new faculty members with access to resources and immediate assistance during the first two years in locations such as library, bookstore, Human Resources, Registrar's office, The Hub, Graduate Studies Office, Business Office, Cultural Diversity, Disability Services
- Action Step:** Develop an orientation booklet or CD/DVD to welcome the new faculty members to campus with a welcome message from the President and other key personnel
- Action Step:** Schedule regular, informal meetings with designated people such as the Dean, Chair, and other faculty members outside of the department and persons from key offices, at which faculty from diverse backgrounds can share their experiences about the department and College of Education
- Action Step:** Organize regular social gatherings for new faculty members and their mentors for the purpose of providing shared experiences through the Diversity Committee and perhaps the Center for Excellence in Teaching and Learning
- Action Step:** Develop and distribute a policy that explicitly state a commitment to retaining faculty from diverse backgrounds
- Person Responsible:** Dean, Diversity Committee, Chairs, Faculty and Staff

Objective: To establish the expectation of multicultural competency for all faculty and staff in the College of Education.

Action Step: Develop a College of Education vision statement that emphasizes the expectation of multicultural competency for all faculty and staff

Action Step: Distribute policies that clearly state a commitment to retaining faculty from diverse backgrounds

Person Responsible: Dean, Chairs, Diversity Committee, Faculty and Staff

Objective: To establish the expectation that all faculty and staff in the College of Education are responsible for infusing diversity into their program and courses.

Action Step: Review the manner in which diversity is addressed in the curriculum and in courses of all departments

Action Step: Develop incentives and rewards for faculty efforts to promote diversity and multicultural competence

Person Responsible: Dean, Diversity Committee, Chairs, Faculty and Staff

Objective: To examine the promotion and tenure criteria in the College of Education to analyze their impact on the retention of faculty from diverse backgrounds.

Action Step: Evaluate the impact of the promotion and tenure criteria on the retention of faculty from diverse backgrounds

Action Step: Identify how the promotion and tenure criteria incorporates the additional unwritten responsibilities of faculty from diverse backgrounds

Person Responsible: Dean, Diversity Committee, Chairs, Faculty and Staff