



TO: CAS Department Heads, Program Directors, and Managers

FROM: The CAS Leadership Team: W. Andrew Marcus, Bruce Blonigen, Miriam Bolton, Karen Ford, Sherri Nelson, Hal Sadofsky, Philip Scher

DATE: August 10, 2017

RE: Diversity Work in CAS

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We are writing with **(1)** a reminder about the October 15 deadline for assembling your unit's community or diversity committee, **(2)** a request that you update your unit's diversity inventory by October 15 as well, and **(3)** information about next steps for our college Diversity Action Plan (DAP). Please feel free to check with your divisional dean (Hal, Karen, Phil) or the dean for faculty (Bruce) if you have questions or need more information.

### **(1) Unit Community/Diversity Committees**

As we told you in our September heads/managers meeting last year, we found the descriptions of community or diversity committees in the 2016 inventories especially promising, and we asked each unit to form such a committee by the end of the academic year. At the March heads/directors meeting, faculty members from Anthropology, English, and Psychology joined us to talk about their committees and their work. We've posted descriptions of their committees on the CAS Diversity webpage for your information (<https://cas.uoregon.edu/diversity/>).

Several colleagues consulted us about the difficulty of creating additional committee work in a small unit, especially in small, interdisciplinary programs where faculty typically have more than one academic affiliation, and we arrived at a few suggestions after talking with a directors of small units:

- Form a committee of the whole, adding diversity work to the standing agenda, so it receives regular and sustained attention
- Form a committee with other small programs
- Faculty in small programs can join their home department's committee.

We're happy to see other arrangements that work for you as well.

Please submit the following information about your committee to the Dean's Office at [casadmin@uoregon.edu](mailto:casadmin@uoregon.edu) by October 15, 2017:

1. The name of the committee
2. The makeup of the committee (it should be inclusive and represent as many ranks and categories as possible from among faculty (full, associate, assistant, career NTTF), staff, and students (graduate and/or undergraduate)
3. The committee charge (again see samples on CAS Diversity page).

## **(2) Unit Diversity Work Inventories**

Last year we asked you to submit a report of Unit Contributions to Equity, Diversity, and Inclusion through an online portal (<https://casadmin.uoregon.edu/node/add/dept-ed-contributions>). We are now asking you to update those inventories and prepare them for public posting on the CAS Diversity page. You can access the inventories you submitted last year at <https://casadmin.uoregon.edu/unit-contributions>; you'll need to filter the form by division and then select your unit. You will only have access to your own unit in last year's form. If you have any problems with the form, please check with Miriam Bolton ([mbolton@uoregon.edu](mailto:mbolton@uoregon.edu), 6-2045).

Last year we collected unit information on two different forms, one for faculty and one for staff. This year's form combines faculty and staff entries into one document. Please submit your revised inventory, ready for public posting, by October 15, 2017.

## **(3) CAS Diversity Action Plan (DAP)**

You may recall that President Schill gave us 90 days last winter to submit college Diversity Action Plans; he identified four shared goals for the entire university and asked each unit to develop executive summaries and tactics to support those goals. We have recently received comments and suggestions from the DAP review teams in the Division of Equity and Inclusion and the Office of the Provost and Academic Affairs, and we will now revise the CAS DAP with input from faculty, students, and staff. Our revised DAP is due December 1, which gives us time in fall term for broad participation in the revision process.

To this end, we will hold three town hall meetings in the early fall. Please mark your calendars for these meetings and get word out to your faculty, staff, and students and encourage their participation:

CAS Staff: Wednesday, September 27, 3:00-5:00 pm - EMU Redwood

CAS Faculty: Tuesday, October 10, 3:00-5:00 pm - Knight Library Browsing Room

CAS Students: Tuesday, October 17, 3:00-5:00 pm - Knight Library Browsing Room

The town halls will be occasions for us to discuss the plans with you and your colleagues, so we can respond to your questions and ideas and revise our plans with broader college participation than last year's 90-day time line allowed. We will be posting the CAS diversity action plans and executive summary in the next few weeks, and we will send you notice when the documents are available with a request that you alert your colleagues and students as well. We also welcome input from department diversity/community committees. The more involvement we have in refining our plans, the stronger they will be, and we are eager to hear your ideas for setting diversity, equity, and inclusion priorities in CAS.

We want to emphasize that the CAS DAPs are and will be living documents. We will continue to provide opportunities in the future for colleagues to offer improvements, and faculty, staff, and students are welcome to communicate their thoughts and suggest ideas at any time to [CASDean@uoregon.edu](mailto:CASDean@uoregon.edu).

Thank you for your help in notifying faculty, staff, and students about the Diversity Action Plan revision process and for attending to the October 15 deadline for committees and inventories.