

Student Affairs and Enrollment Management: Diversity, Equity, and Inclusion Subcommittee
Guide to Assist in Operationalizing the Duty/Responsibility
February 2022

This duty/responsibility should be included in all position descriptions in SAEM.

Duty/Responsibility No:				Statement of duty/responsibility: Commitment to Service, Teamwork, Diversity, Equity, and Inclusion
Percent of Time:		Continuous		
For ADA compliance, see instructions. Responsibility is: (Please check one)				
x	Essential		Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) Based on our shared SAEM values : <ul style="list-style-type: none"> ● Express genuine gratitude and appreciation for our colleagues' daily efforts. ● Communicate honestly, respectfully, and directly while welcoming feedback and dialogue. ● Invite broad perspectives and experiences for inclusive decision making and planning; pausing efficiency and embracing dialogue. ● Consciously welcome and respect visitors and all members of our NDSU community. ● Promote a community of belonging, recognizing unique differences as strengths of the community. ● Work towards understanding of others and self. ● Actively contribute to inclusive and equitable practices that influence individual and systemic change. ● Identify opportunities to eliminate barriers resulting from individual and systemic inequities and biases. 				

Ideas for ways to evaluate Duty/Responsibility Above:

The following list of actions/examples are meant to be used collaboratively with employees and supervisors in setting goals for operationalizing the Duty/Responsibility above, "commitment to service, teamwork, diversity, equity and inclusion." This is not meant to be a rubric, but rather a list to generate ideas for discussion between employees and supervisors. The specific goals will look different for each employee depending on their other job responsibilities; however, we believe the examples below can provide a starting point. *As with other duties and responsibilities, both employees and supervisors share responsibility in setting clear expectations and providing resources necessary to achieve the goals set.*

Express genuine gratitude and appreciation for our colleagues' daily efforts.

- Engage your colleagues with general courtesy (saying please/thank you/good morning, etc.).
- Celebrate others for their individuality and accomplishments (i.e. nominate for awards, acknowledge efforts of personal traits).
- Celebrate teams or groups for their accomplishments (i.e. attend events and activities that celebrate groups, acknowledge groups for working through stressors, going above and beyond to serve, etc.)
- Build or participate in an environment that honors celebrations

Communicate honestly, respectfully, and directly while welcoming feedback and dialogue.

- Actively listen to others' experiences.
- Remain open to feedback, taking ownership for mistakes in order to move forward.
- Assume the best intentions in others.
- Address and report incidents of bias, discrimination, harassment, or retaliation.

Invite broad perspectives and experiences for inclusive decision making and planning; pausing efficiency and embracing dialogue.

- Purposefully seek out all stakeholders to understand the impact of decisions.
- Take time to actively listen prior to decision making.
- Strive to include diverse people and perspectives on committees and in decision making groups.

Consciously welcome and respect visitors and all members of our NDSU community.

- Provide excellent customer service that is individualized and sincere.
- Organize and facilitate trainings on individualized and sincere customer service.

Promote a community of belonging, recognizing unique differences as strengths of the community.

- Actively seek out and include a variety of people for activities, both campus-wide and on the small group/personal level while demonstrating openness to new practices and ideas.

Work towards understanding of others and self.

- Participate in professional development offered on campus, in the community or through professional organizations related to service, teamwork, diversity, equity or inclusion.
- Organize and/or facilitate professional development on service, teamwork, diversity, equity and inclusion for staff.
- Develop professional relationships with colleagues to better understand the needs/concerns of others.

Actively contribute to inclusive and equitable practices that influence individual and systemic change.

- Coordinate training opportunities around inclusive and equitable practices in your team.
- Actively participate in training around inclusive and equitable practices.
- Ask questions to determine if current practices are equitable and inclusive.

Identify opportunities to eliminate barriers resulting from individual and systemic inequities and biases.

- Review policies and procedures and examine for barriers.
- Review written material for inclusive and accessible language that avoids jargon.
- Be open to questions/challenges to current practices.