

General Guidelines for Faculty and Administrators about Annual DEI Professional Development Activity

Academic Year 2022/2023 will be the first year this policy goes into effect for ECU Faculty, and we continue to seek and receive feedback for how to make this a meaningful policy with a positive long-term collective impact for our faculty and our larger ECU community. Each year, faculty members will engage in one professional development activity related to diversity, equity, and/or inclusion (DEI) and document this activity in their Annual Report in Faculty 180. Each chair/supervisor will indicate that the faculty member has completed this activity on their Annual Faculty Evaluation by checking the appropriate box at the end of the form. The newly established Faculty Senate Committee on Diversity, Equity, and Inclusion has provided the guidance below for selecting and documenting professional development activity in line with this policy.

How will the chair/supervisor and faculty member know if a professional development activity aligns with the intent of the professional development requirement for faculty members to engage in at least one approved professional development activity each academic year that addresses diversity, equity, and/or inclusion (DEI)?

The professional development activity may focus on diversity, equity, and/or inclusion issues in the context of ECU, higher education at large, or the faculty member's academic field. The professional development opportunity should:

- Align with the faculty member's professional goals and responsibilities.
This is intended for each faculty member to engage in a dialogue with their department chair about a professional development opportunity that is a match for their professional goals and responsibilities. This may vary from person to person based on things like academic disciplines, type of faculty role, goals for the academic year.
- Be a new learning opportunity each year.
Faculty have different levels of awareness and experience regarding diversity, equity, and inclusion. Some faculty members will want to engage in awareness-level learning, and others will be ready for more in-depth work. We all have room for learning and growth.
- Be a meaningful enough opportunity to engage the faculty member to think reflectively about what they can do in their teaching, research, or service to continue to improve their knowledge of how to act in more inclusive or equitable ways.
This is not a one-size-fits-all expectation. Formats and time commitments may vary considerably, but in order to provide some minimum guidelines, the professional development opportunity should require at least 1 hour of professional development activity or dialogue, and faculty should be able to leave the experience with a clear understanding of how it influenced their perspective about how they do their work or engage with others in more equitable and/or inclusive ways.
- Be selected after a conversation between faculty member and chair/supervisor.
A good bit of flexibility is available to faculty and administrators to select a professional development opportunity that aligns with the goals of the policy and the needs and goals of the faculty member.

Where can professional development opportunities that meet this requirement be found?

- 1) Several colleges and departments offer a broad variety of DEI professional development opportunities. (link to example offerings forthcoming)
- 2) Upcoming professional development opportunities related to diversity, equity, and inclusion can be found on the Office for Equity and Diversity (OED) website. As relevant professional development opportunities are scheduled, the Office for Faculty Excellence and Office for Equity and Diversity will indicate this alignment on advertising materials.
- 3) Professional development activities offered through professional societies and conferences, discipline specific events, etc. may also be applicable and may require chair/supervisor confirmation that the professional development activity will meet DEI professional development activity requirement.

How do faculty document their DEI professional development activity in compliance with the Professional Development expectation?

To designate a professional development activity/session you have completed as related to DEI, follow these steps (see attached file that includes screen-shots of each step):

- [Log into Faculty180](#)
- Select “Activities” from the Menu on the left side of the interface.
- Choose “Professional Development” from the listed Activities.
- Click “Add.” If you have already input Professional Development opportunities and need to designate one as DEI Related, click the title of the session you need to update.
- In Section A of the form, provide the required details for the Professional Development session you are adding. Under type, select the appropriate category from the drop-down menu.
- In Section B, select the activity classification that matches the professional development session you are adding. Be sure to select “Yes” from the drop-down menu for the statement, “Related to Diversity, Equity, and Inclusion.”
- In Section C of the form, you may add any attachments that are relevant to the session (agenda, certificate, etc.)
- Once you have completed Sections A, B and C, click either “Save and Add Another” or “Save and Go Back.”
- If you are done adding professional development information, log out of Faculty180.

How do chairs/supervisors document that faculty members are in compliance with the DEI Professional Development expectation?

- Department Chairs will have multiple ways using Faculty180 to see when faculty have flagged activities as relative to DEI.
- A checkbox will be built into the Annual Review workflow that department chairs will use to document when a faculty member has reported compliance with the DEI Professional Development expectation.
- Each chair/supervisor will indicate that the faculty member has completed this activity on their Annual Faculty Evaluation by checking the appropriate box at the end of the form.

[FAQ](#)