

FAQs to accompany General Guidelines for Faculty and Administrators about Annual Diversity, Equity, and Inclusion (DEI) Professional Development

- How do I select a professional development opportunity that aligns with my professional goals and/or responsibilities?
 - Several colleges and departments offer a broad variety of DEI professional development opportunities.
 - Upcoming professional development opportunities related to diversity, equity, and inclusion can be found on the [Office for Equity and Diversity \(OED\) website](#). Relevant opportunities may also be depicted in emails that come from the Office for Equity and Diversity.
 - 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 using this tag: ****(DEI) The facilitator of this session has indicated that content to be included may align with the ECU Diversity, Equity, and Inclusion Requirement for faculty.*
 - Opportunities may also be found on the Committee for Diversity, Equity, & Inclusion's blog (<https://sites.ecu.edu/facultysenatedei/>).
 - 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.

- Does the entire department or college need to engage in the same DEI session?
 - No. While it may be a beneficial experience for an entire department to engage in a session together, these experiences should be aligned with each faculty member's unique needs for DEI professional development.

- How do I know if the professional development is approved and meets the annual DEI requirement?

A good bit of flexibility is available to faculty to select a professional development opportunity that aligns with the goals of the policy and the needs and goals of the faculty member.

- What is an example of a professional development related to diversity, equity, or inclusion?
 - Some examples of professional development opportunities reported during a previous year include:
 - Explore Micro-aggressions: Sow Seeds of Allyship to Reap Wellness
 - Cultural Complications: An Opportunity

- Don't Believe the Hype: Educating Beyond DEI through Justice and to Healing
 - Racial Equity: The Groundwater Approach
 - Identities and Teaching Opportunities through a DEI Lens
 - Exploring Anti-Racism in Health Professions Education
 - Adding Value through Diversity
 - Global Zone Training
 - Creating an Inclusive Chemistry Department
 - Safe Zone Training
 - Global Pirates Workshop
 - The Impact of Bias on Belonging
 - Community Resiliency Model (CRM) Training
 - THRIVE@ECU Search Equity Workshop

- What if my current research, teaching, or committee work is already focused on or related to DEI? Does the work I am already doing count for this annual requirement?
 - No, each faculty member should engage in a learning activity to further their knowledge and development each year.

- Where in Faculty180 do I document this requirement for my annual report?
 - To designate a professional development activity/session you have completed as related to DEI, follow these steps (see the [quick reference guide linked on this page](#) for 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 edit pencil on 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.

- Should I add a description of the professional development?
 - Although not required, you may want to reflect on how you will use the new learning to strengthen your teaching, scholarship, and/or service activities. This summary will also be very helpful if the relationship to DEI is not apparent in the title of the professional development opportunity.

- What is the chair/supervisor's role in process?
 - Chairs will need to verify in each faculty member's Faculty180 annual report that the faculty member participated in a professional development activity related to diversity, equity, and inclusion. This will be evidenced by a checked box on the annual evaluation that states: *The faculty member has indicated they have met the diversity, equity, and inclusion professional development requirement in the faculty manual.*
 - Chairs do not need to pre-approve professional development activities, but it is recommended that faculty seeking guidance consult with their chairs.

- What happens if I do not complete the DEI Professional Development and/or record it in my annual report?
 - If a faculty member does not indicate in their Faculty180 Professional Development activities that they have completed this requirement, their chair will indicate that the requirement has not been met in their annual evaluation.