

UT FOUNDATION

DIVERSITY & INCLUSION COMMITTEE

UPDATED EXECUTIVE REPORT
JUNE 2023



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INTRODUCTION

The University of Tennessee Foundation, Inc. (UTFI) strives to better serve the university, as well as its many constituents, and to foster a talented, diverse, and collaborative work force. In February 2021, President Kerry Witcher created the staff-led Diversity and Inclusion Committee to assist with creating a strategic framework to advance diversity, equity, and inclusion (DEI) at the UTFI. Members of the committee were nominated by UTFI colleagues and represent a cross-section of life experiences, institutional knowledge, and individual differences. Committee members include:

- Ronni Williams, UT Knoxville – Chair
- Gerrica Caldwell, Central Services HR – Co-Chair
- Melissa Smith, Central Services UTAA – Communications Chair
- Titian Williamson, Central Services Advancement – Membership Chair
- Molly Cooper, UT Chattanooga
- Laura McMasters, UT Southern
- Julius McNair, UT Martin
- Megan Myer, UT Institute of Agriculture
- Jordan Prewitt, UT Knoxville

CHARGE

The Diversity and Inclusion Committee was charged with the following:

1. Review the current UTFI culture and identify areas that need to be addressed regarding diversity, equity and inclusion.
2. Make recommendations in the following areas:
 - Employee education and training to build an inclusive workforce
 - Ideas on how to enhance recruitment to build a more diverse workplace and training/education for those serving on search committees
 - Performance measurements related to diversity that can be included in annual performance reviews
3. Prepare a written report that outlines the recommendations being put forward by the committee.
4. Assist in monitoring UTFI's progress in completing steps outlined in the report.

UTFI DEI STATEMENT

The UT Foundation is committed to creating and sustaining equitable practices at every level, engaging our staff in dialogue around identity and inclusion, and inclusive development that celebrates the contributions of all employees, alumni, donors and friends.

Short-Term Objectives FY 22

<u>Initiative</u>	<u>Responsible Parties</u>	<u>Timeline</u>
Develop a diversity, equity and inclusion statement tied to UTFI's mission to stress priority and commitment. This will be recommended to leadership with final statement integrated and promoted on web and recruitment resources.	DEI Committee	October 2021
Hire DEI Officer for UTFI	UTFI President & Human Resources	July 2022
Select two required annual training related to DEI. One content in K@TE all staff will complete by 12/31/2021. The second offered from another source (in- person or campus/institute offering).	DEI Committee	September 2021
Identify continued service of individual members on committee and replacements as warranted; the initial group has committed to stay onboard through June 2022.	UTFI President DEI Committee	September 2021
Add UTK DEI staff, Ronni Williams to DEI Committee	DEI Committee	September 2021
Quarterly meeting with DEI Committee for progress reports	UTFI President DEI Committee	September 2021
Add link on UTFI HR site to provide access to mental health benefits and resources	Human Resources	November 2021
Quarterly meeting with DEI Committee for progress reports.	UTFI President DEI Committee	December 2021

Create LinkedIn and Indeed profiles for recruitment use, which convey UTFI's commitment to diversity, equity and inclusion	Human Resources Communications	January 2022
Require STRIDE training annually for any/all staff involved in search process including hiring managers	Human Resources	January 2022
Add (breakout of current behavioral) DEI competency to performance reviews, develop measurable items and provide resource to staff to measure performance (assess training completion & behavior)	Human Resources & Supervisors	April 2022
Quarterly meeting with DEI Committee for progress reports	UTFI President & DEI Committee	March 2022
Require review of questions used in searches prior to preliminary screenings of candidates	Human Resources	March 2022
Assess diversity of search committee and address make up if needed (diverse in job and thought)	Human Resources & Hiring Manager	Ongoing
Develop communication plan and share with staff - DEI implementation & timeline	Communications	February 2022
Share resources (campus listservs) with all staff to encourage resources and participation in local activities related to DEI	Communications	December 2021
Add cultural holidays, celebrations, etc., in newsletter (monthly awareness) with action steps or resources to events	Communications	May 2022
Quarterly meeting with DEI Committee for progress reports	UTFI President & DEI Committee	June 2022

Mid-Term Objectives FY 23 – FY 24

<u>Initiative</u>	<u>Responsible Parties</u>	<u>Timeline</u>
Assess and revise as warranted – diversity, equity, and inclusion statement	DEI Committee	December 2022 (On-Going)
Select two required annual training related to DEI. One content in K@TE all staff will complete by 12/31/2022. Identify related optional training opportunities	DEI Committee	December 2023
Identify continued service of individual members on committee and recruit new members as needed	DEI Committee	August 2022 (On-Going)
Assess DEI impact through survey (initial survey as basis) to identify impact of feeling and recommend new or revised steps to implement	DEI Committee	November 2023-McLEAN April 2023- Top Workplace (On-Going)
Identify measurement at on boarding and exit of staff to incorporate for assessment of overall culture impact	DEI Committee	June 2024
Assess impact of LinkedIn for recruitment use, expand on other resources (BHC and minority focused organizations)	Human Resources	June 2024
Provide STRIDE course annually for search process	Human Resource	June 2024
Develop criteria-based evaluation process to lessen bias in search screening process (performance based, competency based, cultural)	Human Resources	July 2023

Assess and collaborate with System DEI efforts of impact	UTFI President & UTFI Leadership Team	February 2023 June 2023 (On-Going)
Identify DEI representatives on each campus/institute to assist with sourcing candidates from diverse organizations and community	DEI Committee	August 2023 (On-Going)
Expand on-boarding assessment and exit assessment driven toward DEI	Human Resources	June 2024
Assess communication plan and make adjustments – DEI implantation and timeline	Communication	February 2023 (On-Going)
Add link to UTFI HR site to provide access to mental health benefits and resources	DEI Committee	April 2023 (On-Going)
Create a list of recruiting websites to assist with attracting diverse talent	DEI Committee	June 2023
Creation of career advancement roadmap to enhance promotional opportunities for staff	Human Resources & UTFI Leadership	June 2024

Long-Term FY 25 & Beyond

<u>Initiative</u>	<u>Responsible Parties</u>	<u>Timeline</u>
Managers facilitate discussion via regular meeting with team to assess progress and concerns	Managers & Human Resources	June 2025
Hire an experienced DEI consultant to conduct an organizational assessment	UTFI President	June 2025