



INCLUSIVE AND EQUITABLE LANGUAGE FOR POSITION DESCRIPTIONS

The Office of Diversity, Equity and Inclusion of Outreach and Engagement has created this list of possible language to use in developing Position descriptions for Extension faculty and staff. This list is based on the ADVANCE program accountability measures and the Search Advocate Program recommendations and is not extensive or inclusive.

IN ADMINISTRATION

- Incorporate expectations for advancing equity, inclusion, and diversity in all job categories.
- Evaluate/incentive employees for contributions to diversity efforts.
- Hold all faculty accountable for social justice competencies.
- Reward employees for successful efforts in advancing equity, inclusion, and diversity.
- Define and advance a unit/county/region vision that incorporates diversity as integral to excellence.
- Mentor effectively across all aspects of difference.
- Ensure equitable distribution of access to mentoring resources and networks.
- Participate in leadership training opportunities that builds expertise around equity, inclusion, and diversity.
- Offer training/professional development opportunities for employees to build expertise around equity, inclusion, and diversity.
- Address instances of insensitivity, discrimination, and bullying.
- Reward work/life balance through mentoring, training, and policies.
- Ensure fairness in policies and practices that assign teaching and service.

IN SERVICE

- Serve committees or taskforces that have a diversity/social justice focus.
- Serve as a Search Advocate.
- Attend workshops and conferences that help build multicultural competencies.
- Participate in outreach programs aimed at serving a wide range of populations, particularly those that have been historically underserved/excluded from participation.
- Introduce discussions of diversity/social justice at department meetings.
- Attend diversity and social justice events and speaker presentations.
- Enroll in the Diversity Champions Program.



IN TEACHING OR PROGRAM DEVELOPMENT

- Include a diversity of perspectives in course/program content with particular attention to centering the concerns of historically marginalized individuals/populations.
- Effectively mentor g students across all aspects of difference.
- Include writings by people who represent a diverse array of social identities in required and recommended readings.
- Include multiple perspectives on each issue in a course.
- Include films or other audiovisual resources that bring a diversity of voices into the classroom/learning room.
- Include a statement of commitment to diversity in each syllabus.
- Provide students with guidelines for creating a safe and respectful classroom.
- Interrupt oppressive behavior in the classroom or learning spaces (such as inappropriate jokes or comments)
- Model inclusive language.
- Create inclusive environments that make space for the range of student needs and provide reasonable accommodations as needed (religious holidays, for example).
- Include the University's statement on disabilities and accommodation on the syllabus/flyer.
- Utilize a variety of instructional strategies.
- Encourage and rewarding students for attendance at events that advance equity, inclusion, and diversity.

IN MARKETING

- Diversify the images, identities and perspectives represented in photos, artwork and print materials.
- Create safe and inclusive environments, including becoming a Safe Zone.
- Provide brochures and other materials in a variety of languages and formats.
- Create marketing that embeds diversity and social justice as central to the mission of the department/college/university.



IN RESEARCH

- Conduct research that centers issues of diversity/social justice.
- Include diverse perspectives on the research team, particularly among co-PIs.
- Emphasize diversity to address broadening participation in grant proposals.
- Write articles and books that address issues of diversity/social justice.
- Present conference papers on issues of diversity/social justice.
- Increase the diversity of students who serve as research assistants.
- Encourage professional societies to adopt formal statements about diversity/social justice and/or policies to address harassment at conferences.

CUSTOMER SERVICE OR RECEPTION

- Contribute to a safe and inclusive environment to all Outreach and Engagement constituents and clients.
- Ensure a welcoming and inclusive customer service for all.
- Make sure to have the “Justice for all” poster visible.
- Know where to direct client’s that mainly speak other languages.
- Model inclusive language that reflects Outreach and Engagement’s commitment to Diversity, Equity and Inclusion.