

1.) Below are some common job functions of a CDO. Please rank, in order of importance (1=most important, 8= least important), the functional categories you see as most critical to least critical for WU. Then, within each category, circle the most important functions. Use the space under each category to write in other functions not listed, or any additional comments.

Educational Strategies

Educate campus about CDO role
Foster dialogue among various campus groups and committees
One-on-one meetings across campus
Participate at executive-level meetings
Meet with deans and department heads
Coach faculty and department chairs on inclusive classrooms and pedagogies
Participate in new faculty orientation; create support systems for new faculty of color
Invite leaders to meetings/presentations
Lead diversity campus committee
Consultation for search committees on hiring diverse candidates
Develop cultural training workshops for students, staff, and faculty
Sponsor events (e.g., forum) to educate campus

Communication Strategies

Develop/maintain website for CDO office
Presence at public events
Presence at leadership meetings
Communicate and reach alumni
Create network with peer institutions

Symbolic Strategies

Build reputation as a diversity expert
Highlight diversity progress
Reach faculty formal/informal settings
Creating physical space for diversity
Reconnect with the local community
Involvement at the national level
Awards to recognize individual work
Awards to recognize units/departments
Support affinity groups for faculty and staff
Create networking opportunities for new hires

Research Strategies

Conduct campus climate study
Compile list of diversity resources
Request department/unit self-study
Develop and track diversity indicators
Request student demographic data
Present data at campus events
Request faculty/staff hiring data (race/gender)

Accountability Strategies

Solicit input from campus
Create campus diversity vision
Share diversity progress report
Request diversity plans from units
Offer feedback for diversity plans
Build a culture of responsibility with CDO staff
Delegate CDO staff to work with other units
Request self-study from reporting units
Connect reporting units with other units on campus
Help University functions set goals and assess progress

Entrepreneurial Strategies

Grant writing (CDO and CDO staff)
Fundraising initiatives
Provide matching funds for programs
Create diversity implementation grants for units

Recruitment Strategies

Recruit (informally) students and faculty
Partnerships with local business and associations
Fund student scholarships
Scholarships for high school students
Create pipeline of K-12 students (Work with Willamette Academy)
Fund new positions (faculty and staff)

Diversity Scholarship Strategies

Create diversity research grants for faculty
Partner with faculty research initiatives
Co-author research grants with faculty
Create diversity research center

Based on your above rankings, list some qualifications that you believe this person must have to be qualified for this position. These might include degrees, skills, experience, knowledge bases, etc.

2.) We also need to consider where this person would be placed on campus. Given what you've listed above, consider the following questions:

3.) To whom should this position report?

President Thorsett VPAA (Currently Carol Long) Other-who? _____

Why? _____

4.) Who (or what programs) should this position oversee?

- _____ No One/None
- _____ Existing diversity programs, such as OMA and **Native American Programs**
- _____ Existing Academic Programs, such as Am. Ethnic Studies and Women's and Gender Studies
- _____ Existing Title IX functions
- _____ Other: _____

Why? _____

5.) Do you think this person should be hired (at least initially) from within WU or be someone hired from the external community? _____

Why? _____

6.) What should the title of this position be?

- Director of Equity and Inclusion
- VP Equity and Inclusion
- Chief Diversity Officer
- AVPAA
- AVP Equity and Inclusion
- Associate Dean of Equity and Inclusion
- Other: _____

Why? _____

7.) How should we recommend that the President Search for this position? _____
