

June 7, 2017

To: Principal Officers, Divisional Deans, Senior Managers
From: Associate Chancellor Ashish Sahni
Re: Performance Appraisal Guidance for Senior Leadership, Managers, and Supervisors for Diversity and Inclusion Standards

UCSC performance appraisal forms for staff employees include diversity performance standards for managers and supervisors. The purpose of this communication is to provide guidance to principal officers and senior managers regarding evaluation of diversity-related performance of their employees.

Exceptional diversity-related performance includes, but goes beyond, compliance; what is required by University policy, and state and federal equal employment and affirmative action regulations. It involves exercising leadership in creating a campus climate that is inclusive and welcomes diversity, holding staff accountable for diversity and inclusion related performance and achievements, and taking proactive steps to promote the Principles of Community and institutional diversity goals and initiatives understanding that diversity and inclusion are inextricably linked with institutional excellence.

Fulfilling Basic Diversity and Inclusion Performance Standards

For senior leadership, managers, and supervisors to adequately fulfill minimum diversity-related performance requirements, the following may be considered:

Equal Employment Opportunity/Affirmative Action and Title IX Compliance

The employee and those under his/her/their supervision are compliant with the UCSC fair hiring training requirement.

The employee demonstrates adherence to fair hiring procedures, best practices, and UC employment policies ensuring that hiring and employment decisions are based on job-related criteria and factors.

The employee demonstrates knowledge of reasonable accommodation obligations, policies, and procedures including appropriate engagement in the interactive process with employees with disabilities seeking reasonable accommodations.

The employee meets his/her/their responsibilities related to UCSC affirmative action planning and reporting efforts.

The employee and those under his/her/their supervision comply with current Section 503 of the Rehabilitation Act and Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) rules as set forth by the Office of Federal Contract Compliance Programs (OFCCP).

The employee and those under his/her/their supervision are compliant with the provisions of AB 1825 and University of California policy which require that supervisors and managers complete UC Office of the President required Sexual Harassment Prevention Training every two years.

The employee understands and fulfills his/her/their reporting responsibilities as a Title IX responsible employee regarding reports of sexual violence and sexual harassment.

Diversity and Inclusion

The employee promotes the fulfillment of the UCSC Principles of Community.

The employee participates in divisional and campus-related diversity efforts and initiatives.

The employee is proactive and participates in the UC and UCSC campus climate study related efforts, recommendations, and resulting initiatives.

The employee periodically pursues non-mandatory diversity and inclusion professional development opportunities (for self and staff).

Appropriate to his/her/their role, the employee fully cooperates and participates in investigations related to hate/bias reports, complaints of discrimination, Title IX investigations and promptly reports related allegations to the Office for Diversity, Equity, and Inclusion (ODEI) and/or Title IX Office, as appropriate. The employee demonstrates understanding of prohibition of retaliation against employees who have filed complaints and/or made protected disclosures.

Exceeding Basic Diversity and Inclusion Performance Standards

For senior leadership, managers and supervisors to exceed minimum diversity performance requirements, the following may be considered (in addition to fulfilling minimum diversity performance requirements):

Equal Employment Opportunity/Affirmative Action and Title IX Compliance

The employee excels in employing fair hiring best practices and such efforts are evidenced by results. Units under employee's supervision consistently include diversity, inclusion, and cultural competency related requirements in job descriptions.

The employee demonstrates commitment to and success in recruiting, retaining and supporting a diverse workforce as a pathway to excellence.

The employee provides leadership in his/her/their division by taking proactive steps to address underutilization and meet affirmative action goals.

The employee demonstrates success in attracting applicants with disabilities and protected veteran status and in hiring, retaining and promoting employees with disabilities and protected veteran status.

The employee's commitment to equal opportunity is evident in assignments of career-enhancing training, providing access to professional development opportunities and in other personnel decisions.

The employee is proactive in initiating consultations with ODEI, and/or the campus conflict resolution program to address diversity, identity or culturally related conflicts as they arise.

The employee monitors and takes proactive steps to address issues identified during the course of ODEI investigations or consultations and initiates actions resulting in solutions or resolutions.

Diversity and Inclusion

The employee takes proactive steps to ensure that he/she/they and his/her/their staff receive diversity-related training including but not limited to:

Participation in and completion of ODEI Diversity and Inclusion Certificate Program or equivalent.

Supervision and/or management training with diversity, inclusion, cultural competency, and managing across differences components.

Disability awareness and accommodation training.

Participation in the UC Santa Cruz Leadership Academy or equivalent.

Sponsoring or hosting diversity-related events and trainings.

Attending diversity-related regional and national conferences.

The employee serves as an effective mentor and provides professional development opportunities for students and employees from diverse backgrounds.

The employee takes substantive measures to create and maintain an inclusive environment, free of bias, which welcomes diversity and enables students and employees to succeed.

The employee supports staff participation in cultural and celebratory events on campus that enhance diversity and inclusion awareness and greater understanding across differences.

The employee furthers the field of diversity through publications and/or presenting at diversity-related or other conferences.

The employee serves as a diversity leader, actively promotes and supports campus and Chancellor's diversity initiatives through extraordinary service to campus committees such as: Chancellor's Diversity Advisory Council, Staff Diversity Group, Black Experience Team and other efforts.

The employee or employee's unit or program receives a Chancellor's Achievement Award for Diversity or other diversity and inclusion related recognition.

Related Links

Chancellor Blumenthal's diversity and inclusion message:

<http://diversity.ucsc.edu/diversity/index.html>

University of California diversity statement endorsed by the Academic Senate and Regents:

http://diversity.ucsc.edu/diversity/images/regents_policy_4400.pdf

UC Santa Cruz Principles of Community: <http://www.ucsc.edu/about/principles-community.html>

Office for Diversity, Equity and Inclusion - 2014 Section 503 and VEVRAA Rules Fact Sheet:

http://diversity.ucsc.edu/eo-aa/images/vets_disability_factsheet.pdf

ODEI Website <http://diversity.ucsc.edu/>

Title IX Website <http://titleix.ucsc.edu/>

UCSC Pay for Performance <https://shr.ucsc.edu/policy/special-projects/pay-for-performance/index.html>