

Process for Departmental EDI Committees (based on Inclusion Initiative Process)



1. Research & Needs Assessment
 - Purpose: Builds a solid foundation for a strategy (for phase 2)
 - Requires:
 - i. Data gathering: HR data, surveys, focus groups & interviews
 - ii. Establish leadership involvement & support
2. Strategy Creation
 - Purpose: Organization, planning, and creation of touchstones
 - Requires:
 - i. Compelling data (from phase 1)
 - ii. Solid rationale
 - iii. Realistic implementation plan
3. Implementation & Integration
 - Purpose: Take action on the strategy; broader buy-in from members
 - Requires:
 - i. High visibility actions
 - ii. Skills training, leadership development, culture change, communication
4. Measurement & Recalibration
 - Purpose: Assess impacts of phase 3 against the strategy
 - Requires:
 - i. Data gathering (so leads back into phase 1)
 - ii. Amplification or discarding of activities appropriately

Phase 1: Research & Needs Assessment

- **Data gathering:** HR data, surveys, focus groups & interviews
 - Departmental make-up re: gender, Indigenous, racialized, disability
 - Rates of promotion
 - Start-up funding
 - Salary
 - Engagement and feeling of belonging in the department
 - Barriers to inclusion
 - Culture of the department
 - “Buy-in” of EDI

***Also early on: Establish leadership involvement & support**

- Department Head, Division Heads, Dean, Vice Deans communicate importance, support, and what roles they will play, to the entire department

Phase 2: Strategy Creation

1. **Mission and Vision statements**
 - Align with USask and CoM
2. **Values and/or guiding principles**
 - Includes values such as equity, inclusion, respect
3. **Competitive advantage/benefits to the organization**
 - Increased attraction and retention, engagement
 - Social responsibility
4. **Long-term strategic objectives**
 - Establish a timeline
 - Focus on a limited number of priorities
5. **Short-term goals/priorities/initiatives**
 - Communication of mission internally and externally
 - Cultural competency training, etc.
6. **Action plans/items**
 - Consider resources required
 - Communications plan
 - Training and development
7. **Scorecard/measurement frameworks**
 - “what gets measured gets done”
 - Demographics, activities, impact, outcomes
 - Quantitative and qualitative
8. **Financial assessments**
 - Analyze potential costs and risks of not implementing strategy
9. **Critical success factors and dependencies**
 - Sufficient resources
 - Buy-in, support from leadership
 - Process for review and re-adjustment
 - flexibility
10. **RACI matrix**
 - Responsible: the person who does the work to achieve the task/make the decision
 - Accountable: person who is accountable for correct and thorough completion of the task

- Consulted: the people who provide info for the project and with whom there is 2-way communication
- Informed: the people who are kept informed about progress and with whom there is 1-way communication