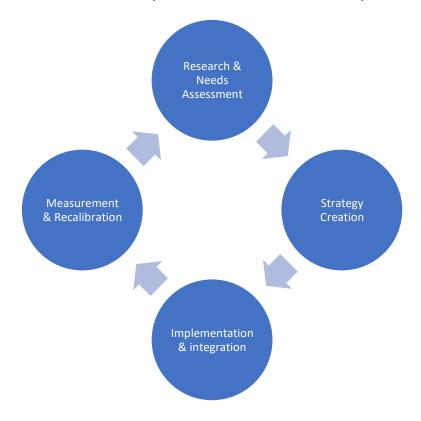
### Process for Departmental EDI Committees (based on Inclusion Initiative Process)



- 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
  - o Departmental make-up re: gender, Indigenous, racialized, disability
  - Rates of promotion
  - Start-up funding
  - Salary
  - o Engagement and feeling of belonging in the department
  - Barriers to inclusion
  - Culture of the department
  - o "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