

University Libraries

Action Area 1: Retention and Recruitment (faculty, staff, students)

Goal	Strategy	Objective	Measures	Progress/Updates 11/2010
Increase the presence of faculty and AP staff from underrepresented groups	Cast a wide net in finding candidates for open positions	Utilize these outlets to advertize open positions as appropriate:	Use these services for all outside searches for AP and Faculty positions	Open positions in 2010 = 2 AP; 4 faculty
		El Hispano		Used for 100% of open faculty positions; 50% of AP positions
		Affirmative Action mailing list		Used for 100% of open AP/faculty positions
		Black Caucus of the American Library Association internet job board [faculty only]		Used for 100% of open faculty positions
Enhance recruitment and retention practices for staff	Keep current job descriptions updated for COT and AP positions within the libraries	Review job descriptions when positions come open and when duties change significantly	Perform yearly audit of descriptions to match with current duties	Audit completed Dec. 2010; Revisions to be completed in Feb. 2011
Enhance retention of faculty	Keep job descriptions and workload documents current	Review documents when positions come open and when duties change significantly	Review yearly as part of workload conversations	Descriptions are current; Workload documents updated Jan. 2011
	Provide orientation to new faculty	Provide assistance in navigating the University Libraries	Update information provided with every new hire	Formal orientation documents are complete and in use
Increase the presence of student workers from underrepresented groups	Cast a wide net in finding student workers for open positions	In 2010/2011 develop strategies with student supervisors to develop avenues to find and entice student workers from underrepresented groups / Contact Student Employment annually to determine availability of diverse student workers	Meet with student supervisors at least twice per academic year to raise awareness	Student Employment does not keep, nor does it promote the minority status of student employees. Student supervisors were informed at a November 2010 meeting to stay alert to possibilities when hiring. The University Libraries currently employs LITE program participants (through Goodwill Industries). Outreach to student groups with open positions in progress.

		In 2011/2012 increase the number of student workers from underrepresented groups	Students from underrepresented groups make up at least 5% of the library student workforce	Because student employment does not keep this data point and we do not want to assume a student's minority status, we are unable to support this objective/measure going forward.
Action Area 2: Campus Climate				
Goal	Strategy	Objective	Measures	Progress/Updates
Improve interactions with non-traditional students	Provide support to students in the ELS program	Offer library orientation, access to resources and use of facilities	Record number of sessions annually	5 sessions in 2010
Seek opportunities to extend campus conversations about inclusion related topics	Sponsor campus wide inclusion activities organized by Division of Inclusion and Equity, Office of Multicultural Affairs or similar campus organizations	Budget appropriately to support this strategy	Sponsor at least one activity per academic year	\$500 budgeted; no requests received to date
Improve faculty and staff interactions with students of color, international students and students in the LGBT community	Review campus opportunities on a regular basis	Allow staff time to voluntarily participate in these events	Documented minutes from division wide meetings showing the review of campus activities occurred on at least a semi-annual basis	Publish an events calendar to all staff Fall/Winter semesters.
Support the campus climate of inclusion through the library resource collections	Select and acquire diverse materials	Follow collection development policies actively to seek to develop appropriately diverse collection	Receiving 2 or less complaints a year regarding diversity in the collection	No complaints received YTD 2010
	Publicize list annually			List is available via a search in the online catalog
	Provide access to specialty collections located outside of the libraries	Catalog items held by LGBT, Women's Center and other centers to provide awareness of those resources	Add items in a timely manner as requested	All requested items are available via the online catalog

Show sincere commitment to embrace inclusion and equity issues into the management of the University Libraries	Participate in Healing Racism training	Require senior library management to attend training	By 2011/12 have 100% of senior management have taken the "Healing Racism" training	Lynell De Wind took this course in 2009; Lee VanOrsdel, Robert Beasecker, Julie Garrison and Carlos Rodriguez to take future training; late notification of sessions has made it difficult for schedules.
	Encourage employees to participate in the Four Core Trainings (Respect in the Global Workplace; Understanding Equal Employment Opportunity and Affirmative action; Sexual Harassment Awareness; Understanding ADA)	Allow opportunities for staff to participate in these events	By 2012 have hosted library specific training in these four areas available to all library staff	Schedule summer of 2011. Requested via web: http://gvsu.edu/inclusion/?action=home.workshop_list