

SCNM DIVERSITY AND INCLUSION POLICY

Policy Number:

Owner Department: Office of Human Resources

Effective Date: 9/28/2011

Approved By: President's Council

I. POLICY STATEMENT

The diverse community of scholars, students, employees and trustees plays a vital role in helping Southwest College of Naturopathic Medicine & Health Sciences (SCNM) fulfill its mission and vision. Hence, the student body and workforce continue to evolve as SCNM seeks to reflect the local and national populations served by SCNM.

SCNM views diversity in the broadest sense including race, ethnicity, gender, social-economic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality, thinking styles and life experiences. SCNM values and aims to achieve broad diversity in its students, faculty, staff, administrators, board of trustees, vendors and patients.

SCNM is committed to these ideals and will strive to create and foster a supportive environment that promotes inclusion, respect, community, and an appreciation for valuing differences. This culture will enable SCNM to create learning and work environments where all are free to fully contribute and reach their maximum potential.

II. POLICY STATUS

New

III. HISTORY/BACKGROUND

SCNM aims to achieve broad diversity in its students, staff, faculty, administrators, board of trustees and vendors. In 2009 the Board of Trustees adopted an Ends Policy, stating "The composition of the Southwest College community will be broadly diverse." Currently, there is diversity in the student body and recent efforts have introduced some diversity among staff and board of trustees. However, limited efforts or attention has been directed towards diversity in faculty and vendors.

IV. DEFINITION(S)

Diversity: Individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, disability, and cultural, political, religious, or other affiliations) that exist among people.

Inclusion: The intentional and ongoing engagement with diversity to create an environment that actively encourages full recognition of student, faculty and employee abilities and contributions in all aspects of the organization.

Socio-economic background: Socioeconomic factors are the social and economic experiences and realities that help shape one's personality, attitudes, and lifestyle. Common factors include education, family income and place of residence.

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V. PURPOSE

The primary purpose of this policy is to:

- A. Develop a culture which respects and values all people
- B. Actively promote equitability of opportunity
- C. Prepare students for life in a diverse society
- D. Establish policies, procedures and/or activities which support and foster a culture of diversity and inclusivity in a working and academic environment.

VI. SCOPE/KEY STAKEHOLDERS

This policy applies to students, staff, faculty, administrators, board of trustees and vendors.

VII. POLICY ITEMS

Diversity and inclusion efforts move beyond numbers of students, faculty or employees as end goals. Instead, they should reflect in SCNM processes through which we achieve excellence in learning, research, teaching, student development, community engagement and workforce development. The institution's commitment to diversity should permeate policy in all areas of institutional life. The following policy elements, when implemented and monitored, will increase awareness, accountability and continuous improvement in establishing a diverse and inclusive environment.

- A. **Recruitment/Employment Policy**
Develop and publish a recruitment and employment policy which promotes diversity and inclusion in hiring and retention of staff, faculty and administrators.
- B. **Faculty Hiring and Retention**
SCNM endorses the continuous use of faculty hiring and retention practices that enrich the intellectual environment and achieves excellence through diversity. A diverse faculty brings different backgrounds and experiences that shape their interactions with others inside and outside the classroom.
- C. **Diversity efforts in Academics**
Define elements in research efforts and teaching strategies which incorporate diverse perspectives that would increase cultural competence and inclusiveness for our faculty and students.
- D. **Student Recruitment/Enrollment and Retention**
SCNM is committed to recruit and prepare students from diverse backgrounds so as to be leaders in clinical practice, education and research. Develop and publish a recruitment and enrollment policy which promotes diversity and inclusion in the recruiting and enrollment of students.
- E. **Recruitment/Hiring Guidelines**
Develop and publish hiring guidelines designed to increase diversity and inclusion on campus. The procedural guidelines will include steps that will increase the likelihood that the application process is designed and conducted in a manner that encourages participation by and full consideration of all qualified applicants.
- F. **Diversity & Inclusion Training**
Incorporate diversity training addressing strategies to overcome biases in hiring and promotion decisions and to promote a climate that encourages productivity and fair treatment for all. Training will be mandatory for all who participate in the hiring process. Future employee wide training to heighten awareness on diversity and inclusion will be conducted.

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- G. **Develop and Monitor Diversity Metrics**
Create metrics by collecting current data on hiring and retention of staff, faculty, administrators, board of trustees, and vendors.
- H. **Communication**
Capture SCNM's initiatives and activities related to diversity and inclusion in internal and external communication. For example, SCNM's homepage web images and college images should reflect the diversity of our faculty, administration, staff and students. Encourage and engage students, staff, faculty and administrators in an open communication about the issues and challenges related to diversity.
- I. **Building Synergy**
Partner with external organizations that deal with diversity and share our mission and values.
- J. **Diversity Committee**
The diversity steering committee, chaired by the Director of Human Resources, reports through the Executive Council to the President. The committee will be composed of representatives of faculty, staff, administrators and students. The diversity committee will be responsible for 1) Evaluating the effectiveness of the efforts put forth regarding diversity and inclusion, 2) Identifying successes and gaps, and 3) Creating policies and procedures as required supporting this policy.
- K. **Costs involved**
Future needs on behalf of diversity and inclusion efforts will be evaluated and budgeted as appropriate.

VIII. RESPONSIBILITY FOR IMPLEMENTATION/DISCIPLINARY ACTION

The Office of Human Resources will have the oversight and responsibility for initiating and monitoring the policy, and for writing any guidelines or policies that may be needed for its use, as well as ensuring compliance with state and federal law. Any breach of this policy will be dealt with promptly.

IX. APPROVAL BODY

President's Council

X. DATE POLICY APPROVED

September 28, 2011

XI. RELATED POLICIES

- A. Recruitment and Employment Policy (TBD)
- B. Student Recruitment and Enrollment Policy (TBD)
- C. Non-discrimination, Anti-Harassment and Non-retaliation (TBD)

XII. RELATED DOCUMENTS

Hiring Guideline/Procedure Handbook (TBD)

XIII. DATE EFFECTIVE

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TBD

XIV. NEXT REVIEW DATE

Diversity is not an end result, but a means of achieving a concrete set of objectives. Accordingly, the College shall periodically review its diversity-related policies and programs to determine their achievements and to adjust them as necessary to further those objectives.

XV. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council/9-28-2011	9-28-2011	
2			

XVI. POLICY AUTHOR/CONTACT

Office of Human Resource, Christine Cervantes