

## Diversity Spreadsheet Instructions

### Objectives

Please indicate one or two key objectives for each goal statement that you choose for your unit. Some colleges or departments may find that they will not have objectives under each goal. For example, the College of Law may not have any objectives that relate to Goal 5 (Undergraduate Curriculum). Objectives may be those listed within the Diversity Plan or may be a college/unit specific objective. The following factors should be used to decide which objectives to include: importance, achievability, and impact of the goal on/by your unit.

### Strategies/Tactics

Strategies/Tactics represent specific activities that will occur in support of the goal and objective you identify. For example, if the objective is to increase the number of minority tenure tract faculty, then strategies might include: identifying minority post-doc candidates, recruiting minority candidates, or identifying minority junior faculty at other institutions who would meet an identified unit need. This section may also identify other campus units that could collaborate with your unit on related goals and objectives.

### Dates

Indicate the date by which you plan to implement the Strategy/Tactic. Annual progress reports will be based on a calendar year.

### Responsible Party

Indicate the person(s)/position(s) responsible for implementing the identified Strategy/Tactic.

### Benchmarks

Indicate the source and type of data you will use to measure progress toward achievement. Such data may or may not be subject to statistical analysis. Some data can be unit driven while other information can be derived from campus resources (HR, IR, OED, Enrollment Services). Benchmarks may involve comparisons of unit activity over a specified period of time or might involve comparisons of similar data at peer institutions. Ideally, the use of both types of data would be used.