



POLICY MEMORANDUM NO. 239

TO: All Faculty and Graduate Students

FROM: Charles W. Steger

DATE: August 28, 2006

SUBJECT: Reporting Diversity-Related Activities on Faculty Activity Reports (FARs)

Approved by CEOD: March 13, 2006
Endorsed by CFA: March 17, 2006
First reading University Council: April 3, 2006
Approved by University Council: April 17, 2006
Approved by the President: April 17, 2006
Effective: For the evaluation cycle ending spring 2007

WHEREAS, creating a diverse and inclusive community is an important and long-standing priority for Virginia Tech, and

WHEREAS, the Principles of Community are the most recent demonstration of the university's collective commitment to a respectful and inclusive community; and

WHEREAS, diversity is one of the three universal performance dimensions on which all classified staff are evaluated; and

WHEREAS, the university promotion and tenure dossier calls for a reporting of diversity-related activities, and

WHEREAS, only a few colleges specifically request that faculty members report on diversity-related activities as part of the annual faculty activity report; and

WHEREAS, reporting such activities on an annual basis is the first step in raising awareness of each faculty member's responsibility and potential for contribution to addressing this important university priority;

THEREFORE be it resolved, that diversity-related accomplishments be reported as part of the annual faculty activity reports (FAR) beginning with the next annual evaluation cycle which ends spring 2007; and

That during fall 2006, colleges and vice presidential areas develop formats for the FAR that embed diversity accomplishments and goals as appropriate for the university's mission; and

That personnel committees and department heads give consistent attention to these activities in the evaluation process and provide appropriate feedback to faculty members concerning their diversity contributions and goals; and

That the Center for Excellence in Undergraduate Teaching, members of the Commission on Equal Opportunity and Diversity, the Offices of Multicultural Affairs and Equal Opportunity, and representatives of appropriate faculty groups take leadership to develop resources for faculty members seeking ideas on how to engage in and report on diversity accomplishments.