



WESTCLIFF
UNIVERSITY
Educate. Inspire. Empower.

Diversity
Policies and Procedures

Westcliff University
4199 Campus Drive, #650
Irvine, California 92612
(888) 491-8686

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Introduction

Mission

The Diversity Mission of Westcliff University is to create an environment in which each person associated with the University can achieve his or her full potential independent of ethnicity, race, gender, age, pregnancy, socioeconomic status, abilities or disabilities, sexual orientation, religion, beliefs, national origin, or absence thereof.

The University asserts that diversity encompasses, but is not limited to:

- Human diversity: characterized by physical appearance, personal characteristics, life experiences, and preferences
- Cultural diversity: characterized by beliefs, attitudes, values, customs, history, geography, and norms
- Teaching, research and services diversity: characterized by academic preparation, theoretical approaches, and community based applications

Westcliff University celebrates diversity. Respect, tolerance, and goodwill are the keystones to enjoying the diversity of our world. Each person in the world has a potential contribution to make to the whole. It is the duty of Westcliff University to encourage and promote that contribution.

Westcliff University intends to build a diverse, academic community that is both nurturing and challenging with a philosophy of diversity based on the respect for one another and recognition that each person brings unique attributes, talents and contributions to the University.

Responsibilities

Westcliff University educators are to design learning opportunities that acknowledge, draw upon and are enriched by student diversity

Westcliff University is to promote in all learning environments an atmosphere of inclusion, understanding and acceptance, establishing curricula that reflect inclusion and diversity.

Westcliff University will offer its faculty and staff professional development training workshops related to the subject of diversity.

Westcliff University is to achieve an intellectual, cultural, and social environment in which all are free to make their contribution, without prejudice, without intimidation, and without discrimination – an environment achieved in which personal dignity and respect for the individual are recognized by all.

Westcliff University administration is to develop, propose and revise as needed all policies and practices to avoid biases and barriers to inclusion. After the policies are developed or revised, they are to be forwarded to the Faculty Senate Academic Standards, Policies and Procedures Committee for review and comment. After receiving comments from the Committee the administration is to consider revising the policy (ies) accordingly. The committee is then to forward the policy to the full Faculty Senate for approval. After receipt of approval form the Faculty Senate, the policy/procedures are to be forwarded to the Board of Trustees Academic Affairs Committee for a recommendation which it is to send to the Full Board of Trustees which then is to vote on rejection or approval of the policy(ies).

Westcliff University is to actively recruit and retain a diverse faculty, staff, and student body that is to be welcoming without restriction of minorities, women and persons with disabilities.

Monitoring Goals, Policies, Procedures, and Processes

The Academic Leadership Committee of Westcliff University is to review all policies and practices of the University for biases and barriers to inclusion, as consistent with the University's administrative rules and policies.

The recruitment and retention of diverse faculty, staff and students is to be monitored through data bases and reports of processes and outcomes. Equity and diversity climates are to be assessed. All data are to be analyzed by gender, race, ethnicity and disabilities.

An annual review of processes and outcomes are to assess the effectiveness of the policies and procedures of the various colleges and programs, by performance against a scorecard and other relevant benchmarks, including trends and available national and local data and other measurements to be developed.

The following documents and materials are to be subject to review:

- Policies and procedures of the University, its colleges and academic programs
- Data associated with advertising, hiring, and retention of faculty and staff
- Data bases of student admission, retention and achievement
- University reports of student performance outcome measurements
- Diversity survey reports

The completion of these annual reviews of processes and outcomes is to be in conjunction with the timing of the annual program reviews by the University colleges.

Additionally, roundtable discussions, arranged by the Academic Leadership Committee, developed as part of the assessment of the diversity climate is to serve the role of engaging in critical discussions about the ways in which the University creates an inclusive environment and treats and responds to its diverse community.

Developing and Revising Measurements of Student Diversity

The University's Institutional Research Office, under the auspices of the Provost, is to have the responsibility for developing and monitoring measurements of diversity. The Office is to assess existing measurements of student diversity annually and develop new measurements as it deems appropriate, or as other stakeholders may justifiably recommend, as approved by the Academic Leadership Committee and validated by the Faculty Senate Academic Standards, Policies and Procedures Committee.

Procedures for Developing and Revising Measurements of Student Diversity

The University's Institutional Research Office, under the auspices of the Provost, is to develop procedures which identify the process for developing and revising measurements of student diversity. These processes are to be reviewed by the Faculty Senate Academic Standards, Policies and Procedures Committee and then reviewed and approved by the University's Board of Trustees.

Strategies for Recruitment and Retention of a Diverse Body of Faculty, Staff and Students

With the goal of increasing the recruitment, growth and retention of a diverse faculty, staff, and student body and of promoting racial, ethnic and cultural diversity in the University, the Academic Leadership Committee is to participate in the review of strategies used for the recruitment of faculty, staff and students.

A formal review of the strategies employed is to be undertaken annually and resulting recommendations then forwarded through the administration to the relevant committees of the Faculty Senate and then to the Board of Trustees for review and approval.

Efforts are to be continually made to identify and eliminate any remaining barriers within the University and within the Colleges. An action that should be taken is to provide on a recurring basis diversity training for all staff and faculty.

Strategies for recruiting and retaining diversity among faculty, staff and students are to be monitored and revised periodically to meet the University's established goals

Faculty

Develop Position Announcements

Before initiating a search for a faculty position, the position description should be carefully reviewed. The position should reflect the needs of the relevant College and should be drafted broadly to attract the largest available pool of potential candidates.

Advertise the Position Widely

Search efforts could include a number of available venues for publicizing the position, including national publications, personal contacts, mailing lists, professional and academic conferences, and Web sites.

Advertisements are to state that the University is an “Equal Opportunity Employer” and that “all qualified applicants are encouraged to apply, including minorities and women.”

Outreach

In order to increase the number of superior applicants for faculty positions, letters could be written by current faculty members or calls placed by them to their colleagues to ask about promising candidates, including women and minorities..

Monitor the Selection Process

Procedures have been established so that applications are read and reviewed by more than one person so as to minimize the possibility that qualified candidate may be overlooked. The Deans and Provost should review all selections to ensure they meet the selection criteria listed in the position announcement and that qualified candidates were not denied an equal opportunity to compete for the position

Accommodate Special Needs

Flexibility to accommodate special needs is important in the recruitment process. It is important to understand and accommodate faculty with care giving or disabilities-related needs. The colleges may explore full- or part-time appointments for faculty who desire those arrangements. Faculty should be informed of their options under the University policies to requires leave, modify work schedules or other possible accommodations. Colleges also should consider care-giving and medical needs of faculty oin scheduling meetings and service assignments, if feasible.

Create a Diverse Climate

It is an objective of the University to develop a community that values and advances a climate of inclusion, diversity, and equity for all individuals through education and programming. A means to achieve this objective is through the establishment of collaborative working relationships of all parties

Staff

Develop Position Announcements

The position description should be carefully reviewed by the department director, position supervisor, and relevant Dean's office. Before initiating a search for candidates. The position should reflect the needs of the relevant department and should be drafted to attract a large pool of qualified candidates.

Advertise the Position Widely

Advertisements should state that the University is an "Equal Opportunity Employer" and that "all qualified applicants are encouraged to apply, including women and minorities." The development of position announcements should include: 1) a statement in the posting and advertising about the importance of diversity at the University; and 2) an invitation to minorities, women and person with disabilities to apply.

Outreach

In order to help increase the number of outstanding applicants for staff positions, University employees who may know about the vacancy should write letters or place phone calls to their colleagues to ask about qualified candidates, particularly minority and women candidates.

Monitor the Selection Process

The respective departments should establish procedures for selection that required applications to be read by more than one person so as to minimize the possibility that qualified candidates may be overlooked. The selection of the successful candidate should be based on clearly articulated performance criteria and clear guidelines for the skill sets being required. The department director should review the final selection to ensure that qualified candidates were not denied an equal opportunity to compete for the position.

Accommodate Special Needs

Flexibility to accommodate special needs is important in recruitment. Departments may explore full- or part-time appointments for staff who desire those arrangements and where compatible with the position. Staff should be informed of their options and University policies to request leave, modify work schedules or other possible accommodations. Department should also consider care-giving responsibilities and medical needs of staff in scheduling meetings, if feasible.

Create a Diverse Climate

An objective of the University is to develop a community that values and advances a climate of inclusion, diversity, and equity for all individuals through education, training and programming. This is achieved by the development of campus partnerships and

the enhancement of campus resources for a diverse faculty, staff and student body, and the establishment of collaborative working relationships.

Students

Materials

The web-site of the University is to be updated periodically to reflect the school's value for diversity. Care is to be taken to ensure that processes are not exclusionary. Materials must reflect the information and resources that support potential students from underrepresented minority groups and students with disabilities. Issues of concern among student include financial aid resources, academic resources and support, and quality of intellectual life.

Establish Diversity-Sensitive Selection

Special effort is to be made to follow up on minority student applications, particularly if the application was incomplete and its review is dependent on its completion. Information is to be provided to students about opportunities to finance their degree with resources of which they may not be aware.

Monitor Selection Process

The admissions department should establish procedures for selection that required applications to be read by more than one person so as to minimize the possibility that qualified candidates may be overlooked. The selection of the successful student candidates should be based on clearly articulated performance criteria and clear guidelines for the attributes being required. The Admissions Department director should review the final selection to ensure that qualified candidates were not denied an equal opportunity to compete for any open student positions.

Create a Diverse Climate

An objective of the University is to develop a community that values and advances a climate of inclusion, diversity, and equity for all individuals through education, training and programming. This is achieved by the development of campus partnerships and the enhancement of campus resources for a diverse faculty, staff and student body, and the establishment of collaborative working relationships.

