



'How to' Integrate the Diversity Statement – Staff
2019-2020

The Washington College Diversity Committee is undertaking a campus-wide initiative to ensure our Diversity Statement is integrated into our campus and office cultures, as well as visibly present consistently across campus. Please take the following steps to integrate the Statement into your procedures and practices.

How To put it in your email signature

- Underneath your contact information please put an additional line for your pronouns.
 - *Pronouns: she/her OR he/him OR they/them OR whatever pronouns you would like to be called.*
- Underneath your pronoun line, copy and past one of the following:
 - At Washington College “We pledge to create a respectful and supportive environment for collaboration, empathy, and the building of meaningful relationships among members of Washington College. We commit to fostering a more equitable, inclusive, and engaged community that embraces all the complexity that each person brings to campus.” Click [here](#) to read our Diversity Statement.
 - Washington College is committed to the worth, dignity, and safety of human beings of all races, ethnicities, nationalities, gender identities and/or expressions, sexual orientations, socioeconomic statuses, cultural backgrounds, cognitive or physical abilities, emotional and behavioral characteristics, ages, and educational levels. Click [here](#) to read our Diversity Statement.

How To put it on the Website

- On your Profile/Contact Page:
 - Under *Contact Information* add an additional line for your pronouns
 - Under *Contact Information* or in the body of your profile copy and paste the following: “Click [HERE](#) to read Washington College’s Diversity Statement.”
- On your office’s landing page, on the navigation, copy and past the following under the heading Diversity Statement: “Washington College is committed to the worth, dignity, and safety of human beings of all races, ethnicities, nationalities, gender identities and/or expressions, sexual orientations, socioeconomic statuses, cultural backgrounds, cognitive or physical abilities, emotional and behavioral characteristics, ages, and educational levels. Click [here](#) to read our Diversity Statement.”

How To put it in your office:

- Put your pronouns on your business cards, next time you order them
- Hang the Visual Diversity Statement sticker or poster on your office door, or in the main lobby of your building.

Please read the follow excerpt from the Faculty “How To” Document created by professor and co-chair of the 2019-2020 Diversity Committee, Elena Deanda-Camacho:

Keep on Learning

- 1) Get trained in Safe Space to interact successfully with LGBTQ students.
- 2) Get informed about campus and off-campus support for students whose socioeconomic statuses or other identity markers (like different abilities) can prevent them to succeed equally as standard students. Provide students with campus support like the Writing and Quantitative Skills Centers, and with the Offices of Academic Skills and Disability Access.
- 3) Try to understand and advocate for students, faculty, and staff whose physical or neurological abilities are different from the standard. Provide students with fair accommodations.
- 4) Continue learning by attending campus trainings on diversity or by teaching yourself about diversity-related issues on your campus, on your profession, and on your community.
- 5) Check routinely your own bias (use our self-assessment questionnaire on the website). Be aware of your epistemic privilege as a [staff] member.
- 6) Provide the College with your input by filling regularly the campus climate survey (on the website).
- 7) Get outside of your comfort zone by exposing yourself to people who has different backgrounds than yours: a different nationality, socioeconomic status, sexual orientation, gender expression, religion, or educational level—among other identity markers.

Spread the love

- 8) Reach out to people who may need mentoring (faculty, students, or staff) in navigating our campus culture. Do not assume that they are not struggling.
- 9) Try to sustain a campus culture of horizontal power and collaboration. When you fail, acknowledge the failure and communicate both the failure and your will to amend it and more forward.
- 10) Engage in a practice of diversity-minded hiring when participating in faculty [and staff] hiring. Get trained in Unconscious Bias Hire Training. When in hiring committees, acknowledge your biases and address them. Try as strong as you can to hire diverse candidates in your field and advocate on their behalf if they are good scholars. Create pipelines with graduate institutions in order to diversify our faculty. Try as much as you can to alleviate the hurdles that a diverse hire can have in their initial acclimatization in our campus. Be honest about it.
- 11) Provide mentoring or ensure that diverse hires have enough mentoring to succeed in our campus.
- 12) Ensure that members from underrepresented groups are part of leadership positions and/or decision-making. Ensure that they are well represented across campus and not only in the usual places where they are normally represented. Advocate on their behalf if needed, and after consultation. Learn to be an ally.
- 13) Conduct ethical business when bringing speakers, and engaging with business or individuals. Ensure that the initiatives and programs you launch or are involved while on campus promote diverse viewpoints and further equity, equality, and social justice.
- 14) Continue the development of programs that aim to increase diversity, equity, and social justice: the Goldstein Program for Women in Public Affairs, the Starr Center Immigration Speaker Series, etc.
- 15) Engage with the Chestertown community and your own local community, if wanted, in furthering issues of equity, equality, inclusiveness, diversity, and social justice.