Diversity, Equity and Inclusion (DEI)

Tool Kit

This toolkit outlines best practices for promoting diversity and inclusion at Thaddeus Stevens College of Technology.

Purpose
To follow best practices by demonstrating an understanding of compliance, cultural awareness, respect for differences, and coaching for positive change.

A community that values diversity and inclusion is a place where staff, faculty, and students demonstrate, on a daily basis, their respect for each individual's unique attributes. It is a workplace that values diversity and inclusion requiring us to understand and respect the beliefs, values, and ethics of others while demonstrating our ability to effectively work with, communicate with, and service a diverse community of individuals. It is also essential that we interact and serve others with mutual respect while observing the highest standards of conduct. In sum, the workplace must be free from harassment, discrimination, and intolerance.

Do's:
- Recognize that creating a workplace culture of diversity and inclusion is an ongoing developmental process for individuals and organizations.
- Commit to building awareness, knowledge, and communication across cultures and teams.
- Encourage others to be open, flexible, and receptive of differences.
- Mentor others.
- Assume that all people are individuals, who appreciate being treated with respect regardless of their ethnicity, race, nationality,

religion, gender identity and expression, generational group, socioeconomic background and other aspects of cultural identity.

Don'ts:
- Assume that only colleagues from traditionally oppressed groups benefit from a community that promotes a culture that values diversity and inclusion. All staff, faculty, students, visitors would benefit from understanding and respecting the diverse identities of the TSCT community.
- Forget about elements of diversity that cannot be overlooked. Sexual orientation, age, gender identity and expression, religion, regional differences, country of origin, generation, and all other aspects of identity are also elements that impact communication and working styles for some of the different groups you come into contact with at your job.

How Do We Foster A Workplace Culture that Values Diversity and Inclusion?

- Have a defined set of values and principles, demonstrated behaviors, structures, and strategies that enable all faculty, staff and students along with supervisors, chairs, and advisors to effectively work across differences.
- Demonstrate an ability and commitment to (1) value diversity, (2) manage the dynamics of difference, (3) acquire an understanding of compliance and respect for diversity, and (4) appreciate diversity and the cultural contexts of the communities you serve.

How Can We Understand Our Own Awareness of Diversity and Inclusion in our Academic Community?

- Increase self-awareness, explore and identify biases and privileges that you may have, know your communication and work style preferences and develop an awareness of your cultural surroundings.
- Develop skills for communicating across cultures and identities.

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Everyday DEI Tip #1: Identify Ways to Build an Inclusive Team

Inclusive teams are characterized by open communication, transparent decision making, and creativity. The purpose of building an inclusive team is to create a productive work climate of trust and respect. Thaddeus Stevens College of Technology is a diverse community. We have members of our community that represent multiple and different identities. Our differences and similarities are based on age, gender identity and expression, religion, sexual orientation, socioeconomic class, ability, and other forms of identity as well as opinion, which requires us to develop an inclusive team and/or faculty.

Do's:
- Develop a brief statement or practice about how you will work with your team/faculty.
- Link inclusion to specific behavioral expectations that are likely to generate trust, openness, and inclusion.

> *Example*: Some of the behaviors that demonstrate inclusion are communicating information consistently, being open to feedback rather than being defensive, respecting colleagues regardless of different styles or beliefs, and offering criticism in a constructive manner.

- Communicate regularly to colleagues in your department or division as to why an inclusive culture is important: enhance productivity, improve communication, boost problem solving, and foster retention.

> *Example*: There are several ways to remind your team that inclusion is an important value in your department: one sentence that states departmental values and vision in quarterly staff

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> meetings (e.g., devoted to work) or all new hire letters.

- Build a more inclusive team: identify culture topics such as teamwork, communication, and inclusion, and set a professional development goal for each member of your related to at least one aspect of communication and inclusion.
- Mentor supervisors/advisors/faculty in a way that creates model behaviors that you would like to see from them.

Don'ts:
- Rely on the same people for advice all of the time.

> *Example*: Who you turn to for advice and buy in should be as varied as your stakeholders and customers. If you find yourself with a homogenous group of advisors, who never push back or point out challenges, your advisor group is not sufficiently inclusive. Seek out the perspectives of colleagues and customers who have different backgrounds and expectations. Teamwork and projects generally benefit from having such diverse feedback.

- Use some of your staff meeting time as an "information dump." Facilitate meetings that invite participation, explore ideas, and model dialogue.
- Allow exclusionary or intolerant behavior to go unaddressed. Respond efficiently and with respect to behaviors that mock, shame, insult or injure staff.

Everyday DEI Tip #2: Lesbian, Gay, Bisexual, Trans/Transgender, Queer (LGTBQ+) Individuals

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Thaddeus Stevens College of Technology welcomes faculty, staff, and visitors of all sexual orientations and gender identities. The purpose of educating ourselves about LGBTQ+ concerns is to maintain a harassment and prejudice free workplace, and continue to build a supportive climate for collaborators of all sexual orientations and gender identities.

Do's:

- Be responsible for openly communicating that LGBTQ+ colleagues are welcome in your department and that you expect fair and respectful treatment of all staff, faculty, students, and visitors.
- Be sure that your department offers LGBTQ+ inclusive services and programs (e.g., do not assume heterosexuality when sending invitations for department events and avoid gendered terms like Mr., Mrs., Ms, etc.).
- Respond to inappropriate jokes or comments immediately. Silence sends a message of agreement.

Don'ts:

- Ignore inappropriate language or humorous discussions around LGBTQ+ issues.
- Make generalizations about any group or identity.
- Reveal a person's sexual orientation or gender identity without their expressed permission.

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Knowledge Base & DEI Resources

1. Can You Teach Diversity and Inclusion?

May 16, 2017 *by* [Kellye Whitney](#) in Chief Learning Officer Magazine

The short answer is yes. But a better question might be, is the organization ready to do the pre- and post-training work needed to ensure diversity and inclusion content sticks?

[http://www.clomedia.com/2017/05/16/can-teach-diversity-inclusion/?utm_campaign=ED_CLO_CLO_Today_Q2_2017&utm_source=hs_email&utm_medium=email&utm_content=52128055&_hsenc=p2ANqtz-86q1isuZMWCsLRZllYf7ND38r4cuczc9exBvEigl5pFr8l8pc5BJUy-gjsvl_ExxdcygehOOJvctsJPn5GSilHW9KqTg&_hsmi=52190207](#)

2. Tool 1 – The Diversity Imperative: The Compelling Case

[https://professionals.collegeboard.org/higher-ed/access-and-diversity-collaborative/advocate/diversity-imperative](#)

3. The Aquarium Philosophy: A Diversity & Inclusion Tale for Modern Times, May 2014 by J. Morales

[https://docs.wixstatic.com/ugd/d4b4e5_0c86fdf068364150866ef43128bb8412.pdf](#)

4. ADC Diversity Syllabus for Colleges and Institutions

[file:///C:/Users/morales/Documents/DEI%20TOOL%20KIT/ADC-Diversity-Syllabus-for-Institutions.pdf](#)

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5. American Council on Education

http://www.acenet.edu/higher-education/Pages/Campus-Diversityand-Inclusion.aspx

6. Diversity Inc. Best Practices

https://www.diversityincbestpractices.com/

7. National Conference for Race & Ethnicity in American Higher Education

https://ncore.ou.edu/en/about/

8. Catalyst (Workplaces That Work for Women)

http://www.catalyst.org/

9. Disability Inclusion

https://www.hercjobs.org/member_resources/Toolkits/Disability%20Toolkit/index

10. Employee Assistance Resource Network on Disability

http://www.askearn.org/

11. US Business Leadership Network   (Driving Success Through Disability Inclusion)

http://usbln.org/what-we-do/

12. LGBTQ+ Resources and Support

https://www.accreditedschoolsonline.org/resources/lgbtq-student-support/

13. Resources for LGBT Students
https://educationusa.state.gov/resources-lgbt-students

14. LGBT Youth Resources and Links
https://www.aclu.org/library-lgbt-youth-schools-resources-and-links

15. Know Your Rights (Transgender Workplace Rights)
https://www.lambdalegal.org/know-your-rights/article/trans-workplace

16. Veterans Rehabilitation and Employment
https://www.benefits.va.gov/vocrehab/index.asp

17. A List of Helpful Veteran Resources and Support Groups

https://www.neptunesociety.com/resources/list-helpful-veteran-resources-support-groups

Please contact the Thaddeus Stevens College of Technology Office of Diversity, Equity and Inclusion at 717-391-7213 for additional information and/or assistance.