

CRAFTING A DEPARTMENTAL/ORGANIZATIONAL DIVERSITY STATEMENT

1

USE POSITIVE LANGUAGE.

Use language that focuses on where you want the organization to go and is solution focused (e.g. inclusive, celebrate, grow, freedom, commitment, experience).

CITE SPECIFICS.

A diversity statement can be made even stronger by not just talking in overarching themes and ideas, but by actually pointing to tangible ways (programs, policies, training, and partnerships) in which your department is committed to DEI initiatives.

2

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TAKE ACTION.

Once you've created your D&I statement, make sure to turn it into actionable steps. Use data to show your progress.

PUSH BEYOND THE NORM.

Regularly review the progress and alignment of the statement with the RIDE targets identified by the department/organization.

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Who should be crafting your statement?

- Your departmental/organizational senior leadership, as well as membership, should be involved with the statement process. DEI statements should reflect the direction and commitment of the entire department/organization.
- Create a diversity committee with representation that reflects the diversity of the department/organization and as many levels of the leadership structure as possible. Diversity and inclusion work is everyone's responsibility. Having multiple people take ownership helps to create buy-in and accountability for upholding your statement.
- Conduct research (focus groups or surveys) with faculty, students, and staff to learn what diversity, inclusion, and equity mean to them and their experiences within your department/organization. Use their feedback to craft your statement honoring their experiences and making space to be accountable for creating inclusive environments.
- If it makes sense for your department/organization, consult with ODI staff to assist with further planning and implementation.

Sample DEI Statement Example #1

(Insert Department/Organization Name) Diversity and Inclusion Statement

At Wake Forest University, **(insert department/organization name)**, we are committed to creating a more diverse learning community wherein students, staff, and faculty – within and across multiple identities – can feel supported and valued in their academic, social, and professional endeavors. We're committed to modeling diversity and inclusion for the Wake Forest University community and maintaining an inclusive environment with equitable treatment.

To provide informed, authentic leadership for diversity, equity, and inclusion, **(insert name of department/organization)** strives to:

(Insert action items, see examples below. These should be specific to your department/organization. Start with 3-5, and add more if needed.)

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the wellbeing of our faculty, staff, and students.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.
- Advocate for and support conversations about how systemic inequities impact our organization's/department's work, and how best to address that in a way that is consistent with our mission.
- Practice and encourage transparent communication in all interactions.
- Commit time and resources to expand more diverse leadership and service within our staff, committee, and advisory bodies.
- Lead with respect and tolerance. We expect all employees/members to embrace this notion and to express it in our interactions and through everyday practices.

Sample DEI Statement Example #2

(Insert Department/Organization Name) Diversity and Inclusion Statement

At Wake Forest University, **(insert department/organization name)**, we are committed to creating a more diverse learning community wherein students, staff, and faculty – within and across multiple identities – can feel supported and valued in their academic, social, and professional endeavors. We're committed to modeling diversity and inclusion for the Wake Forest University community and maintaining an inclusive environment with equitable treatment.

(Department/Organizational Name) abides by the following action items to help promote diversity and inclusion in our **(college, department, office, organization)**:

(Select the most appropriate action items that align with your department/organization's goals and RIDE Action Plan, start with 3-5, and add more if needed.)

- Pursue Inclusive Excellence throughout our department/organization by creating substantive learning opportunities and formal, transparent policies and practices.
- Generate and aggregate quantitative and qualitative data related to equity to make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts. Once the content is curated it should be shared with appropriate constituents or partners.
- Improve our leadership pipeline by creating and supporting programs and policies that foster diverse leadership reflective of the Wake Forest University community.
- Pool resources and expand offerings for underrepresented populations by connecting with other organizations/departments committed to diversity and inclusion efforts.
- Develop a system for being more intentional and conscious of bias during the hiring, promotion, or evaluation process OR membership recruitment. Train our teams on equitable practices.
- Include a salary range with all public job descriptions.
- Challenge systems and policies that create and sustain inequity, oppression, and disparity.

Upholding Your Statement

If your department/organization is committed to creating a policy, consider that effort must be put into implementing and upholding it. Here are some tips on how to do that:

- Include your policy in your hiring, onboarding, and orientation processes.
- Weave the policy into your organization's/department's RIDE Action Plan. How can you align the targets and your goals with your statement?
- Create spaces for open dialogue with faculty, staff, and students about diversity, inclusion, and equity. This will help people feel heard and included, and their insight will help you craft and evaluate your statement. Do monthly, quarterly, or annual check-ins with employees or members to see how they perceive your efforts are faring.
- If you've formed a DEI Committee or created workgroups, make sure your diversity committee keeps a pulse on tactics and goals, and pivots when necessary.
- Revisit your statement as needed. As you assess your progress towards Inclusive Excellence, it's essential to have a statement that is relevant to your work!

References:

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