



# GUARINI

School of Graduate and  
Advanced Studies at Dartmouth

## *Diversity and Inclusion Plan*

*2017-2018*

### **Guarini School overview:**

The Guarini School of Graduate and Advanced Studies is the academic home for Dartmouth's approximately 800 Masters and PhD candidates in the arts and sciences, and 250 postdoctoral fellows. The School was established in 2016 to amplify the impact of Dartmouth's research programs, accelerate collaborative initiatives across academic departments and professional schools, and expand professional development opportunities for a diverse community of students.

We believe that diversity is not only the inclusion of underrepresented groups (gender, gender identity, sexual orientation, race, ethnicity, socio-economic status, disability, nationality, political or religious views) in our student population, but the practice of recruiting and retaining: supporting and acknowledging the differences and the commonalities of ourselves and the students, faculty and staff from the many countries around the world whom we serve.

The Guarini School of Graduate and Advanced Studies includes: Dean of the Guarini School, 4 Assistant Deans, the Assistant Director of Communications and Outreach, the Admissions Assistant, and an Administrative Assistant. Our office supports graduate students in the Guarini School of Graduate and Advanced Studies, and faculty and staff in those programs and departments with graduate students. The office also provides postdocs across campus with guidance and support through the position of the Assistant Dean for Postdocs.

Of the four assistant deans, the position of Assistant Dean of Recruiting, Diversity and Communications was created to ensure that the composition of our graduate student body continues to move toward an accurate representation of the demographics of the world. The Assistant Dean of Recruiting, Diversity and Communications represents the Guarini School at major conferences for students from Underrepresented Minorities (URM) (Including The Annual Biomedical Conference for Minorities in Science (ABRCMS), The Society for the Advancement of Chicanos and Native Americans in Science (SACNAS), The Historically Black Colleges and Universities Undergraduate Research Program (HBCU-UP), and MARC and McNair programs nationally. The position also represents Dartmouth in the Leadership Alliance, an Academic Consortium "whose mission is to develop underrepresented students into outstanding leaders and role models in academia, business and the public sector". The Assistant Dean of Recruiting, Diversity and Communications position works continually to build relationships with universities to build partnerships and support for URM students who are looking to pursue graduate education.

### **Building a culture of Inclusivity within the office of The Guarini School of Graduate and Advanced Studies:**

- Encourage all staff members to participate in Office of Institutional Diversity and Equity/HR's recommended options for implicit bias training.
- Ensure that equal opportunity statements are included in all job descriptions.
- Post the Dartmouth inclusivity language on the school's website.
- Make sure that our website is accessible to individuals with disabilities.
- Review the ways in which resources, requirements, and assignments are distributed among staff members. To ensure equity and fairness.
- Promote and discuss engagement in workshops or presentations that focus on equity, inclusion and diversity during staff annual performance reviews.
- Be sensitive and responsive to potential retention risks among all staff.
- Partner with other departments on campus around issues of diversity/inclusion-OPAL and Office of Institutional Diversity and Equity (IDE)
- Partnerships across campus to support graduate students and postdocs- Institute of Writing and Rhetoric, DCAL, International Office, Student Services, Career Services and OVIS.
- Work with HR's Talent Acquisition team and/or IDE during the hiring process.

### **Departments/Programs in regards to graduate students:**

- Become familiar with IDE's guidelines for faculty and staff recruitment.
- Ensure equal opportunity statements are included in all job descriptions.
- Post the Dartmouth inclusivity language on their websites.
- Encourage all faculty and staff members to participate in IDE/HR's recommended options for implicit bias training in regards to admissions committees.
- Review the ways in which resources, requirements, and assignments are distributed among graduate students.
- Review the ways in which your departments are creating an environment that is welcoming and inclusive for all students.
- Be sensitive and responsive to potential retention risks among all graduate students.
- Be encouraged to discuss new or different mentoring and professional development opportunities with chairs or administrative supervisors.
- Will present to admissions committees in each department/program the idea of holistic review for the upcoming application cycle.

- Encourage programs/departments to actively network with their professional associations throughout the year to ensure a rich and diverse applicant pool.

### **Graduate Students/Postdocs:**

- Provide support and mentoring programs for graduate students:
  - ✓ faculty student teas
  - ✓ veteran support group
  - ✓ GWISE (Graduate Women in Science)
  - ✓ mentoring events
  - ✓ first generation lunches
  - ✓ international mentoring groups
  - ✓ minority support events
  - ✓ dissertation writing workshops
- Recruit and support our PROF Dissertation Fellows.
- Work with and support the Graduate Student Council.
- Provide support for students who need academic support services.
- Provide career counseling services.
- Administer Alumni Research Award to support students funding for research.
- Administer Travel Awards to support students funding for research.
- Professional Development graduate credit.
- My IDP.
- Collaborate with local communities on outreach initiatives to bridge the skills gap, increase STEM literacy, and create cultural capital for communities across a wide range of socio-economic diversity. Programs include: hosting the region's only Science Olympiad, sponsoring open campus Science Day program, bringing STEM opportunities to schools, and building a presence at local farmers' markets.

### **Accountability:**

#### **How is success in the areas noted above defined?**

- Increase # of diverse graduate applications
- Increase # of diverse enrolled students
- Increase retention of enrolled diverse students-engage with support and create a community that they can thrive in.

#### **How and when will we track and measure our progress?**

- Annually review #'s and data from above
- Survey graduate student climate regularly

- Annually all programs will be responsible for submitting a diversity plan update
- We will generate an annual report on all findings from the office and departments.