

# Contributions to Diversity Statement

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## For staff manager positions

Diversity is a defining feature of California's past, present, and future. Increasing diversity to better reflect the population of California is fundamental to UC San Francisco's mission as a public institution and imperative to achieving its full potential.

According to the UC Diversity Statement, diversity refers to “the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, socioeconomic status, and geographic region, and more.” Furthermore, UCSF is an equal employment employer. We are required by federal law to assure equal opportunity for underrepresented populations and women. The UCSF Office of Diversity and Outreach supports the university’s commitment to advance diversity and equity by promoting best practices for recruitment. These include broadening the candidate pool, agreeing on criteria to judge all applicants before the search begins, guarding against biases in decision making, and treating all candidates respectfully and equally. This work is ongoing and informed by [UC system wide recommendations](#).

University policy states that a candidate's race, gender, ethnicity or other personal characteristics may not be considered in the hiring process. However, search committees can consider past or proposed contributions to diversity as part of the overall review process. This document provides guidelines to develop a “Contributions to diversity statement” for those applying to staff manager positions at UCSF.

### **What is the purpose of a “Contributions to Diversity” Statement?**

UC San Francisco encourages candidates to staff manager positions to submit a statement on their past contributions to diversity and equity and future plans for continuing this effort as part of their application. The purpose of the statement is to identify candidates who have professional skills, experience, and/or willingness to engage in activities that would enhance campus diversity and equity efforts.

We encourage and recognize general professional and public service contributions that promote diversity and equal opportunity in the evaluation of the candidate’s qualifications. At UCSF, this also includes advancing equitable access and diversity in research, health promotion, and clinical services.

### **Are there any guidelines for writing a statement?**

The Contributions to the Diversity Statement should describe your past experience, activities and future plans to advance diversity, equity and inclusion, in alignment with UC San Francisco’s mission to reflect the diversity of California and to meet the educational, research and clinical needs and interests of its diverse population. If you do not have substantial past experiences we recommend focusing on future proposals in the statement.

#### *Past Experience:*

Describe your awareness and any past experience or background that has made you cognizant of inequities and challenges faced by historically underrepresented or economically disadvantaged groups. Examples of relevant *past activities* include:

- **Mentoring Activities:** If you mentored individuals from underrepresented groups, describe the specific context and objective of the mentoring, including your personal efforts. Include details that may be relevant, including the number of people who benefited, duration, and outcomes (i.e., success and progress of mentees during and after mentoring, including employment, educational success, etc).
- **Committee Service:** If you served on a committee or board that focused on diversity, equity, climate and/or inclusion, describe the committee’s accomplishments and your role in helping achieve them. Include your position on the committee, its duration, and other relevant details.

#### **Inclusive Management:**

- **Promotion of staff members** - What have you done to promote the staff members in your group? (i.e. professional development for underrepresented groups or in support of growth in their area of expertise)
- **Fostering an inclusive environment.** Activities that help in promoting a more inclusive work environment, for example:
  - Creating opportunity for underrepresented employees to attend conferences, serve in university wide committees, join Employee Resource Groups and/or participate in panels regarding their unit's work or the organization's mission thus increasing their visibility and value to UCSF.
  - Increasing awareness and understanding about diversity, equity and inclusion (DEI) and its value for your entire organization (sponsoring, leading and/or participating in DEI training with your direct and indirect reports. Establishing and practicing common language/techniques that are appropriately responsive to diverging opinions, unconscious bias, micro-aggressions and other potential challenges that may occur in your organization).
  - **Sponsorship of Employee Resource Groups (ERGs)** If you have sponsored employee resource groups or student organizations, describe your support of these groups particularly if they are of underrepresented members.

**Recruitment/Retention:**

- **Outreach:** If you have aided a previous employer in expanding its outreach to underrepresented groups or areas of the state, describe them here. This includes efforts to advance equitable access and diversity in education and/or initiatives to reach out to specific communities for employment (i.e. veterans or those with disabilities). The form of the outreach can vary but can also include involvement with organizations that represent underserved community members.
- **Retention:** This includes internal efforts to foster engagement with the organization, particularly of underrepresented groups (i.e. incentivizing staff members to serve in university or system wide committees, participate in activities to foster their connection with the institution, avail themselves of opportunities for growth and continuous professional development).

**Other Activities** (e.g. research/clinical/teaching/community engagement):

- Describe the activity and its context. What was your role and personal effort? How did these activities relate to diversity needs or needs of the broader community? If relevant, how did these activities contribute to promoting health equity, reducing health disparities and improving the health of marginalized, underserved, or vulnerable populations?
- **Procurement:** Have you supported initiatives that expand opportunity for minority and women owned businesses?

***Future Activities:***

The first step is to gather information on activities you would like to pursue or continue to pursue while at UC San Francisco and how they will support the institution's commitment to diversity.

For each proposed activity you include, describe the role you envision having and what you would like to accomplish in the next two to five years. Who would you like to engage in your efforts, and how would you plan to engage them? Be as specific as possible, but realistic in terms of your effort and time commitment.

**Are there any examples and resources?**

Contributions to diversity, equity and inclusion can take a variety of forms, including:

- **Education and outreach:** Efforts to advance equitable access to all levels in employment and higher education.
- **Public service** that addresses the needs of California's diverse population such as: educational presentations, partnerships with community based organizations/groups, work to expand access to science education and workforce development all with a goal of improving health and wellness in communities;
- **Mentoring/sponsoring/advising of individuals at all levels:** assisting those who are underrepresented in health sciences, underrepresented minorities (URM) or disenfranchised populations with career advice and career advancement, and providing sponsorship to facilitate career advancement;
- **Service:** Participating in programs that include a focus on diversity and inclusion, and increase the participation of historically under-represented groups across the health sciences with a focus on removing barriers facing women, minorities, veterans, people with disabilities or other individuals who are members of groups that been historically excluded from employment and higher education.
- **Administration:** Developing and utilizing resources and tools that encourage the recruitment and retention of diverse individuals, and support diversity and inclusion training of *learners*, faculty and staff.

Although they have an academic focus, these [Examples of Contributions to Diversity Statements for Faculty](#) may provide additional guidance on identifying contributions to diversity and preparing a personal statement. The following UCSF campus resources may help identify ways to contribute to diversity while at UC San Francisco.

- [UCSF Office of Diversity and Outreach](#)
- [UCSF School of Dentistry](#)
- [UCSF School of Medicine](#)
- [UCSF School of Nursing](#)
- [UCSF School of Pharmacy](#)
- [UCSF Graduate Division](#)

**How are statements considered?**

Candidates will be evaluated on their past and/or planned contributions to diversity during the selection process. The search committee will view the Contributions to Diversity Statement in combination with the entire application file.

Once a member of UC San Francisco, contributions to diversity are recognized through the performance review process. At the institutional level, contributions in diversity, equity and inclusion that impact the entire enterprise are recognized through the Chancellor's Diversity Awards.