

# The University of Toledo

## Diversity Plan Outline



The following outline is intended to serve as a guide to produce diversity plans for academic colleges and university divisions. The initial plan and subsequent plans should be prepared and updated annually by **November 1.**

### I. Cover Page

- a. Title "Diversity Plan"
- b. Name of College Division
- c. Date Plan Completed (plans will be reviewed and updated on a yearly bases therefore revision date should be listed when applicable)

### II. Table of Contents

### III. Diversity Committee Members Page

- a. Identify all members of the diversity committee, with titles,
- b. Identify main contact person (committee chairperson), with title, and contact information

### IV. Executive Summary

- a. Narrative outlining the direction of the college/division as it relates to diversity of faculty, staff, students, programs, etc...
- b. Clear correlations must be made between the University definition of diversity and the University Strategic Plan

### V. College/Division mission statement relating to diversity

### VI. Diversity Action Items, Goals, Initiatives, and Strategies

- a. Detail action items, goals, initiatives and strategies currently in place within the college/division in addition to future action items, goals, initiatives and strategies
  - i. Sections should be clearly identified with the headings: Goals, Initiatives, Strategies, Action Items, and Timelines
  - ii. Person(s)/Area(s) accountable for completion of each diversity goal, initiative, strategy, and action item should be identified
  - iii. Detail qualitative and quantitative measures to gauge effectiveness
  - iv. Upon annual review of this plan, progress on achieving goals must be included. Detail of any progress or challenges should be noted

### VII. Trend Data and Analysis (To Be Located in Appendix...College/Division Specific MS Excel spreadsheets Available on Diversity Plan Web Site)

- a. All data should be obtained through the Office of Institutional Research to ensure consistency in identification of cohorts (Gender, Ethnicity, Etc...)

***Note: Completed and approved diversity plans will be submitted for upload to the Diversity Web Site.***