Division of Finance Framework for Inclusive Excellence Action Plan, FY18-FY20

Revised 11 Sept 2019

	Goals	Strategies	Metrics
Pillar 1: Academics	*Not applicable*		
Pillar 2: Community	2a. Increase staff population diversity	• Require all DF hiring managers to attend AAEO recruitment training annually • Develop affirmative recruitment guidelines for DF hiring managers and pilot for 1 year • Provide $15,000/year to DF departments on a first-come, first-served basis to fund advertising open DF positions to diverse populations • Keep positions open/posted on the UVM Jobs site at least 6 calendar weeks to build a diverse candidate pool • Provide limited travel & expense reimbursement to finalists for certain DF positions upon request • Annually review gender and ethnic/racial diversity of DF applicant pools	• % of DF employees who identify as female • % of DF employees who identify as veterans • % of DF employees who report having a disability • % of DF employees who identify as Hispanic/Latino • % of DF employees who identify as racial/ethnic minority
	2b. Improve staff multicultural competency	• Survey staff to inform next phase of multicultural competency development • Continue to invite speakers on diversity/multicultural topics to DF staff meetings • Continue to encourage DF staff attendance at Blackboard Jungle • Increase use of DF resource library • Expand strong executive sponsorship to other Divisional leaders • Establish Divisional Inclusive Excellence Advisory Group	• DF staff participation in Blackboard Jungle and/or PD&T diversity/inclusivity classes • DF staff performance review rating for Civility & Cultural Competency competencies
	2c. Improve accessibility of DF-sponsored events	• Consistently use microphones at DF events • Consistently offer accessibility accommodations at DF events	• Number of (internal and external) event attendee complaints • Number of event accommodations provided
Pillar 3: Environment	3a. Achieve fully ADA-compliant DF websites	• Consult with UVM Webteam, ADA coordinator, online resources • Attend available accessibility trainings • Inventory/check all DF webpages and online content • Use AdobePro accessibility checker for all PDFs	• % of DF online forms fully compliant • % of DF online pages and images fully compliant • % of DF online documents fully compliant • % of DF online videos fully compliant
	3b. Improve physical accessibility of all DF spaces	• Conduct ADA evaluation of all DF work spaces • Provide physical space accommodation for any employee who needs it	• Number of recommendations from ADA evaluations
	3c. Evaluate accessibility of financial technology systems	Investigate system accessibility features of UVM financial software systems (PeopleSoft, Maximus, Axiom, TaxNav/FINIS, RegOnline, FundDriver)	• Number of financial software systems assessed for accessibility
	3d. Continue to identify funding sources for campus accessibility and inclusivity needs as identified by Deans/VPs	Continue to work with Campus Planning Services, Deans, and Vice Presidents to identify priorities for funding	• General fund investments in campus accessibility
Pillar 4: Operations	4a. Align DF policies/UOPs with institutional diversity, inclusive excellence, and accessibility goals	Through cyclical policy review, incorporate inclusive language into policies and UOPs for which VP Finance is responsible, based on guidance from AAEO	• Number of policies/UOPs revised for alignment with institutional diversity, inclusive excellence, and accessibility goals
	4b. Continue to assist deans and Vice Presidents in identifying funding opportunities as they pursue institutional diversity and inclusive excellence goals	Annually remind executive leadership of the availability of this assistance	• General fund investments in diversity, equity, and inclusion
	4c. Provide enhanced information to campus community about purchasing from Procurement from organizations that are leaders in diversity and multicultural competency efforts	• Research UVM vendors that are leaders in diversity and multicultural competency efforts • Provide enhanced women/minority-owned business information on Purchasing Services website	TBD
	4d. Include webpage on diversity goals, initiatives and resources on DF's website and annual Year-in-Review	Include dedicated and prominent sections on DF diversity goals, initiatives, and accomplishments on DF website and annual DF Year-in-Review	NA