



Evidence Document

for Higher Learning Commission Reaccreditation

Document Title: Diversity Certificate Program

Office of Origin: Human Resources

Document Summary:

The Employee Development Program offers a Diversity Certificate Program designed to develop and recognize commitment to the university's diversity initiative. The program consists of a combination of training and/or self-study, as well as community service, in each of the diversity values statement areas.

Human Resources

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Human Resources

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Diversity Certificate Program

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The Employee Development Program offers a Diversity Certificate Program designed to develop and recognize commitment to the university's diversity initiative. The program consists of a combination of training and/or self-study, as well as community service, in each of the [diversity values statement](#) areas.

Requirements

There is no time limit for earning the diversity certificate, and participants are encouraged to work at their own pace. However, to be eligible for the annual Diversity Award, participants must have already earned the certificate.

Portfolio

All program participants develop a portfolio documenting completion of the program requirements. After meeting two requirements, participants will have a great deal of creative freedom in creating and presenting their diversity portfolios. The two requirements are:

- Documenting training participation in each diversity topics by providing signatures, certificates or other proof of participation
- Providing a written summary of what was learned, as well as a justification for the topics covered for any self-study or generalized diversity training

Personal Impact Statement

All program participants applying for a certificate of diversity commitment will provide a written personal impact statement describing his or her plan to make a personal impact with regard to inclusiveness on campus. Personal Impact Statements will specify participant behaviors and actions, a time table, and the desired result or impact related to diversity and the community of inclusiveness on campus.

Required Hours of Training, Self-study and/or Community Service

A minimum of 20 combined hours of training, community service and/or self-study is required. Within the 20 hours, two hours of community service, a minimum of four subject areas of classroom training, a minimum of one hour per topic and the three-hour Promoting Diversity session must be included.

Diversity Certificate Program Requirements

Minimum	Topic
3 hours	Promoting Diversity and Inclusion at the University of Arkansas
1 hour	Race, ethnicity, and/or national origin

1 hour Minimum	Age Topic
1 hour	Gender
1 hour	Socioeconomic background
1 hour	Religion Note: If completing community service or self-study, it must involve exposure to a religion other than your own.
1 hour	Sexual orientation Note: Sexual Harassment training does NOT meet this requirement
1 hour	Disability

Note: Although only one hour per subject area is required, most classroom training sessions are a minimum of two hours, providing some flexibility in meeting the 20-hour requirement.

Example #1

3 hours	Promoting Diversity and Inclusion at the University of Arkansas
3 hours	Race, ethnicity, and/or national origin classroom training
2 hours	Community service volunteer as a conversation partner for non-native English speaker(s)
2 hours	Classroom training, Age in the Workplace
2 hours	Classroom training, Gender
2 hours	Classroom training on Socioeconomic background
1 hour	Interviewing a rabbi
3 hours	Self-study on sexual orientation
2 hours	Classroom training, Disabilities

Example #2

3 hours	Promoting Diversity and Inclusion at the University of Arkansas
3 hours	Religion: A Dimension of Diversity (September 7, 2005, Arkansas Union)
2 hours	Community Service working with RSO PRIDE handing out literature on National Coming Out Day Sexual orientation requirement
1 hour	Interviewing Source staff members about clients with disabilities
2 hours	Age and Ability Training Session (1 hour each for exposure to age and disability topics)
2 hours	Socioeconomic Status Training
2 hours	Gender and Sexual Orientation Training Session (1 hour each for exposure to gender and sexual orientation topics).
3 hours	Departmental training on multiculturalism (general diversity training)
2 hours	Off-campus Diversity Conference on Ethnicity

Incentives

Participants who complete the 20 combined hours of training, community service and/or self-study will receive:

- A lapel pin
- A certificate
- A letter to the recipient's supervisor or department head
- Eligibility for the awards program



Working at the University

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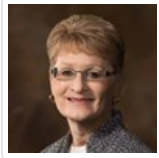
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