## **DELETE THIS BOX BEFORE SUBMITTING YOUR DEI PLAN**

The required DOE Diversity, Equity, and Inclusion (DEI) plan requires applicants to describe how DEI objectives will be incorporated into the project. The plan should describe the actions the applicants will take to foster a welcoming and inclusive environment, support people from groups underrepresented in STEM, advance equity, and encourage the inclusion of individuals from these groups in the project; and the extent the project activities will be located in or benefit underserved communities.

This document is designed to assist PIs in creating the DEI plan for their project by providing information about UT diversity initiatives. This information focuses primarily on campus-wide initiatives and does not capture college and department level programming.

## **Recommendations for writing your DEI plan:**

The action item categories below are examples and are not prescriptive. Add/delete action items that address DOE DEI objectives to tailor the plan to your proposed project.

Incorporate specific DEI objectives that your research plan will accomplish. Per DOE instructions, include SMART milestones (Specific, Measurable, Achievable, Relevant, and Timely) supported by metrics to measure the success of the proposed actions.

Leverage department/college/campus resources in achieving these project goals. You may be able to incorporate your project into existing initiatives that are part of your college’s [diversity action plan](https://www.nsf.gov/pubs/2021/nsf21607/nsf21607.htm?WT.mc_id=USNSF_26&WT.mc_ev=click). PIs with the Tickle College of Engineering are encouraged to use the resources available through the [Office of Engineering Diversity Programs](https://tickle.utk.edu/diversity/about/).

This document will be updated by the Office of Research, Innovation, and Economic Development (ORIED) each summer. If you have questions or comments related to its contents, please contact Diana Moyer (dmoyer@utk.edu or 865-974-5909).

**DELETE BLUE TEXT BEFORE SUBMITTING YOUR DEI PLAN**

**\*\*\*\*CHECK YOUR FOA TO DETERMINE IF PAGE LIMITS APPLY OR IF THERE ARE ADDITIONAL REQUIREMENTS FOR DEVELOPING YOUR DEI PLAN\*\*\*\***

# Diversity, Equity and Inclusion (DEI) Plan

## University of Tennessee Commitment to Diversity, Equity, and Inclusion

Diversity, Equity, and Inclusion Statement: The University of Tennessee is committed to creating a research and education environment that promotes diversity, equity, and inclusion. In fall of 2020, the UT System Board of Trustees affirmed “the educational value of a diverse and fully inclusive campus community, one that is enriched by persons of different backgrounds, points of view, cultures, socioeconomic status, and other diverse characteristics.”

To advance these values, each campus of the UT System has a Chief Diversity Officer, The System also created the Inclusion, Diversity & Engagement Strategic Alliance in 2021. The Alliance includes representatives from all UT campuses/institutes and is responsible for identifying and implementing strategic approaches to inclusion, diversity, and engagement IDE that lead to comprehensive and measurable change. In addition, UT Knoxville (UTK) required each college and vice chancellor unit to submit a three-year diversity action plan in coordination with the Division of Diversity and Engagement. A central goal of these plans is to promote ownership of DEI goals across campus and to promote a culture of evaluation and accountability.

The UTK Division of Diversity and Engagement is a committed to supporting the creation of equitable and inclusive spaces for students, faculty, and staff, with a focus on removing structural barriers and fostering an atmosphere in which every member of the campus community matters and belongs. They work to advance access, accountability, an inclusive campus climate, and equity while combating racism, bias, and discrimination. The Division of Diversity and Engagement supports the integration of DEI into research through professional education on principles of DEI, guidance on working collaboratively with diverse groups, and supporting the development of mutually beneficial partnerships with underserved communities.

### a. Inclusion of persons from groups underrepresented in STEM as PI, co-PI, and/or senior personnel

* **Include information about any underrepresented personnel on project. It is a best practice to ensure that the efforts of project contributors are appropriately resourced in the project budget.**
* **Insert any project outreach efforts/goals related to inclusion.**
* The **[insert the name of the project’s participating college(s)]** diversity action plan includes actions steps and metrics **[insert examples]** for the goal of attracting and retaining greater numbers of individuals from underrepresented populations.
* Project personnel on search committees to fill open faculty and staff positions for the project are required to participate in a Strategies and Tactics for Recruiting to Improve Diversity and Excellence (STRIDE) workshop.
* Mentoring and support programs to increase retention include the Faculty Mentoring Program for tenure-line faculty from historically underrepresented groups; the Faculty Mentoring Taskforce, which seeks to increase faculty effectiveness as cross-cultural mentors to underrepresented faculty and students; and the Research Development Academy, which seeks to advance the scholarly agendas of diverse tenure-track faculty.
* As a member of the second cohort of the NSF Aspire Institutional Change Initiative (IChange) UT completed a comprehensive institution self-assessment designed by the Association of Public & Land Grant Universities and based on the Institutional Model for Increasing Faculty Diversity Tool. This data is being used to identify strategies to promote positive change in the recruitment and retention of underrepresented groups in STEM.

### b. Inclusion of persons from groups underrepresented in STEM as student researchers or post-doctoral researchers

* **Include information about any underrepresented personnel on project.**
* **Check with your college and department to find out about their programs for increasing the participation of underrepresented students in STEM.**
* **Insert any project outreach efforts/goals related to inclusion. Examples might include recruit at events such as meetings of Society for Advancing Chicanos/Hispanic and Native Americans in Science and the Society of Women Engineers, collaborate with the Tennessee Louis Stokes Alliance for Minority Participation (LSAMP) and the National Graduate Degrees for Minorities in Engineering and Science Consortium, of which UT is a member, to recruit underrepresented students, work with Dr. Ernest Brothers who has supported recruitment efforts through his involvement with LSAMP programs, the Florida A&M Graduate Feeder Scholars Program, and the McNair Scholars program. The Office of Graduate Training and Mentorship also supports recruitment and retention of underrepresented students.**

### c. Inclusion of faculty or students from Minority Serving Institutions as PI, co-PI, senior personnel, and/or student researchers, as applicable.

**Describe if applicable. It is a best practice to ensure that the efforts of project contributors are appropriately resourced in the project budget.**

### d. Enhancement/collaboration with existing diversity programs at your home organization and/or nearby organizations

**Information about diversity programs can be found at the** [**Office of Diversity and Engagement**](https://diversity.utk.edu/)**. A listing of campus diversity initiatives can be found** [**here**](https://diversity.utk.edu/campus-initiatives/)**. College diversity offices include:** [**CEHHS**](https://cehhs.utk.edu/dei/)**,** [**TCE**](https://tickle.utk.edu/diversity/)**,** [**UTIA**](https://inclusion.tennessee.edu/)**,** [**Haslam College of Business**](https://haslam.utk.edu/diversity)**.**

### e. Project activities are located in or benefit underserved communities.

**The** [**Office of Community Engagement and Outreach**](https://communityengagement.utk.edu/about-the-office/) **(OCEO), housed in the Division of Diversity and Engagement provides resources and helps facilitate connections between UT and community partners. Contact OCEO if you need help with developing a community partnership. They also can assist with strengthening existing partnerships by providing guidance on best practices in creating mutually beneficial partnerships that are rooted in equity and shared governance.**

### f. Collaboration with students, researchers, and staff in Minority Serving Institutions

### g. Dissemination of results of research and development in Minority Serving Institutions or other appropriate institutions serving underserved communities.

### h. Implementation of evidence-based, diversity-focused education programs

The project senior personnel and student researchers will participate in **(below are some options for diversity-focused education programs in which your project team can participate).**

* Diversity and Inclusion in Human Subjects Research
* Office of Equity and Diversity trainings: **(The current offerings are available** [**here**](https://oed.utk.edu/education-and-development/)**. Groups can also submit requests for customized trainings)**. Bias-Free and Inclusive Language; Navigating Racism and Bias; and Intercultural Communication.
* Human Resources: Diversity Matters Lunch and Learn Series **(Updated topics TBA. More information is** [**here**](https://hr.utk.edu/2021/05/21/diversity-matters-lunch-and-learn-series/)**)**; STRIDE (Strategies and Tactics for Recruiting to Improve Diversity and Excellence); Unconscious Bias
* Welcoming Diversity Workshop through the National Coalition Building Institute at UT. **(More information is available** [**here**](https://diversity.utk.edu/ncbi/workshops/)**).**
* Community Engagement Fundamentals and Best Practices

## i. Soliciting bids for supplies, services and equipment from minority owned, woman owned and veteran owned businesses.

* Support for diverse businesses: The UT Office of Procurement Services provides outreach to small and diverse businesses through its supplier diversity program. It encourages eligible suppliers to increase their visibility by certifying as a diversity business with the State of Tennessee Governor’s Office of Diversity Business Enterprise. The university also sends out monthly announcements to diverse businesses on upcoming trade shows, diversity business events, and workshops.
* Soliciting bids: UT offers a “Diversity in UT Procurement” training to educate staff on how supplier diversity is a part of UT procurement policy and recommended steps for supporting small and diversity-owned businesses. UT policy encourages employees to use diversity-owned businesses that we have purchasing agreements with or to consult the TN Diversity Business Directory to identify vendors for bids. UT’s Small Business Liaison is also available to help identify Diversity Business Enterprises for Federal Small Business Subcontracting plans.