**Graduate School Equity & Diversity Progress Report for FY 2011-12**

**Physical Sciences Laboratory**

***Please return electronically to Dean Martin Cadwallader:*** [***pziebarth@grad.wisc.edu***](mailto:pziebarth@grad.wisc.edu)

The following identifies 3 areas for evaluating/improving equity and diversity in the Graduate School Centers and Institutes. Please assess equity, diversity and climate in your center by answering each set of questions.

**Climate Assessment:**

Climate refers to the general quality of the overall work environment. Is it characterized by a sense of community? Is there a perception that all are treated equitably and fairly, that the work environment is flexible and employees are encouraged to be creative in using available resources to achieve the best possible outcomes in performing their duties? Are activities designed to help create and maintain good climate supported by center/institute leaders?

Have you been working toward any goals in this area?

*Yes.*

If yes, what are they?

*PSL Great Place to Work Project.*

*This includes a series of steps by all at PSL with the goal of making PSL a great place to work. Main strategies involve providing a rewarding and challenging work environment where projects and staff benefit mutually.*

Check the response that best describes how your center is doing in this area and provide additional information as indicated.

\_\_\_Doing Well

\_\_x\_Adequate

\_\_\_\_Needs Action

- Please share one or two examples of activities that helped achieve a good climate in your center/institute.

*Annual Employee Milestone Recognition Event. This event recognizes service at PSL by staff when they reach a 5-year milestone. A certificate is presented to each qualifying employee and all staff share in recognizing the contribution.*

*This is an annual event where PSL directors treat employees to an ice cream social. It is modeled after the campus-wide event, except it is held at PSL so our staff can participate.*

– Please indicate if there is anything you can do over the next year to build on your success in creating adequate climate in your center/institute?

*Continue PSL Great Place to Work Project. This is a long-term project and we are very committed to its success. We see this as a great way to ensure our success in the future.*

- Please specify at least one action you will take over the next year to improve climate in your center/institute.

. *We are working on a new employee centered performance management program.*

**Equity/Fair Treatment:**

This set of questions asks you to assess equitable and fair practices in your center. As you address the following questions, please consider standard practices in your center/institute with respect to: communications with employees; providing opportunities for training & professional development; advancement and promotions; and providing access to resources.

Have you been working toward any goals in this area?

If yes, what are they?

Check the response that best describes how your center is doing in this area and provide additional information as indicated.

\_\_\_\_Doing Well

\_\_x\_ Adequate

\_\_\_\_Needs Action

Please share one or two examples of activities that helped achieve equity and fair treatment in your center/institute.

*Requiring all staff regardless of classification to follow the same rules for leave request.*

– Please indicate if there is anything you can do over the next year to build on your success in creating equitable and fair practices in your center/institute.

*We are taking steps in creating better and more effective lines of communication within and across work groups. Staff ideas and concerns are shared and acted upon.*

- Please specify at least one action you will take over the next year to improve equity and fair treatment in your center/institute.

*Providing equitable training and professional development opportunities.*

*Providing staff assignments that encourage and challenge staff to work more effectively in project teams. This allows for members to collaborate and feel part of a team.*

**Recruitment and Hiring**

These sets of questions are focused on recruitment and hiring practices in your center/institute. As you consider these questions please consider the extent to which they promote equity, diversity and good climate.

Have you been working toward any goals in this area? *Yes*

If yes, what are they? *We always need to hire the best candidate for the job. We also take very seriously the need to improve equity and diversity through recruitment. We continue to look for and encourage applicants from all backgrounds.*

Check the response that best describes how your center is doing in this area and provide additional information as indicated.

\_\_\_\_Doing Well

\_\_x\_\_Adequate

\_\_\_\_Needs Action

* Please share one or two examples of activities that helped develop good recruitment and hiring practices in your center/institute.

*Consistently advertise in minority publications.*

*Actively ask colleges or trade schools to promote us to minority applicants.*

– Please indicate if there is anything you can do over the next year to build on your success in developing good recruitment and hiring practices in your center/institute.

*Our technical staff is male dominated. However, there are females with training and/or experience in the areas we hire such as: engineering, drafting, machine shop. We have only one female in these areas. At one time, we had two. This can be improved*.

- Please specify at least one action you will take over the next year to improve recruitment and hiring practices in your center/institute.

*With the proposed hiring practices contained within the new Human Resources Design and the ability to hire at a rate directly proportionate to experience and training rather than being constrained to entry-level, we will be able to entice a greater number of qualified applicants, which should include an increased number of minorities competing for open positions at PSL.*

**Obstacles to Achieving Equity and Diversity and a Positive Climate**

Are there any obstacles that keep you from making progress in the above areas?

Is there anything else you think the Graduate School Equity and Diversity Committee should be aware of that impact climate, equity and diversity in your center/institute? At the UW overall?