


<b>Name of Policy:</b> <u><a href="#">Diversity education online training and workshops</a></u>		 <b>Revision date:</b> October 22, 2012 <b>Original effective date:</b> May 9, 2011	
<b>Policy Number:</b> 3364-12-02			
<b>Approving Officer:</b> President			
<b>Responsible Agent(s):</b> Assistant Vice President for Equity and Diversity; Executive Director of UTMC; Senior Director, Office of Institutional Diversity			
<b>Scope:</b> The University of Toledo – all campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The vehicle for The University of Toledo’s (UT) diversity initiative is the diversity workshop and online training. The online training and workshops are offered to ensure that all employees are aware of the University’s commitment to diversity, inclusion and mutual respect. To assure compliance, all employees will participate in the appropriate training:

Medical Center (UTMC) employees will participate in diversity education online training.

Non-UTMC university employees will participate in diversity workshops through the Culture Building Institute or diversity education online training.

The University believes that the respective workshops and online training are consistent with the University’s definition of diversity. The Office of Equity and Diversity (OED) is responsible for the implementation of the development of the modules and workshops and the Office of Institutional Diversity, along with the OED, will serve as an additional resource for questions on tracking of training completion. As such, these modules and workshops are important to the University achieving its strategic direction, embodying its core values and advancing its mission.

All faculty, staff, employees and volunteers are required to satisfactorily complete the respective Cultural Competence and Diversity Online Training and Workshops as appropriately noted for their designation of UTMC employees or non-UTMC university employees.

(B) Purpose of policy

The University supports the value of diversity among its students, patients, volunteers, employees and constituent community. The online training and workshops will explain the important role that diversity has in the enrichment of the university and hospital experience. The institution's collective purpose is to enhance the educational, patient care and social experiences of all individuals who are associated with the University.

(C) Definition of diversity

Human diversity is variety in group presence and interactions. It includes, but is not limited to, age, color, ethnicity, gender, religion, disabilities, socio-economic status, sexual orientation, gender identity, and national origin. In promoting diversity, the University pledges to respect and value personal uniqueness and differences; to attract and retain diverse faculty, staff, and students; to challenge stereotypes; and to promote sensitivity and inclusion. The University understands the value that a diverse student body, faculty, staff, and administration bring to its educational environment, the metropolitan community and beyond. The University takes seriously its commitment to diversity as expressed in the mission statement and the Strategic Directions Plan.

(D) Procedure

- (1) The Office of Equity and Diversity (OED) is responsible for the implementation of the development of the modules and workshops and the Office of Institutional Diversity, along with the OED, will serve as an additional resource for questions on tracking of training completion.
- (2) Employees will be required to attend an orientation session to introduce them to the University of Toledo's commitment to diversity. Depending upon employment status of UTMC or non-UTMC, they will be directed to diversity workshops on the Culture Building Institute Web page and diversity online training currently located at MyUT and called the "Online Cultural Competence and Diversity Training Module."
- (3) Completion and tracking information will be made available to all participants. Each chairperson, department head and supervisor will also have report access for verification purposes.
- (4) Responsibilities of chairmen, department heads and supervisors

To require participation by:

- (a) Ensuring that new employees/staff/volunteers register and attend an orientation session where information about the diversity workshops and online training will be provided.
- (b) Requiring that all employees complete the online training or workshops within three months of employment.

<p>Approved by:</p> <p><u>/s/</u></p> <p>Lloyd A. Jacobs, M.D.</p> <p>President</p> <p><u>October 19, 2012</u></p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Assistant Vice President for Equity and Diversity; Associate Provost and Senior Director, Faculty Labor Relations</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>Previous 3364-12-02, effective date May 9, 2011</i></li></ul> <p>Initial effective date: May 9, 2011</p> <p>Review/Revision Date: October 22, 2012</p> <p>Next review date: October 22, 2015</p>
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