

## Guidelines for Documenting Diversity Activities

### I. Suggestions on how to document and describe your diversity contributions:

If you serve on committees whose focus is to improve campus climate for URM and other minority populations:

Describe the committee's objectives, your role on the committee, and the outcomes of the committee's efforts, highlighting your contributions as appropriate.

If you mentor URM students and or postdoctoral fellows, describe the specific objectives of these mentoring activities and how your efforts demonstrate a personal and/or institutional commitment to diversity. Beyond simply listing the names, ethnicities and genders of those students and postdoctoral fellows:

Track their success and progress after they have left your lab.

List their employment, matriculation into graduate/postgraduate education and faculty appointments. Include letters from students (with their approval) documenting their perception of your role in their success

Describe any significant successes of former mentee's and how your mentorship contributed to their success.

If you contribute to recruitment activities, such as attending undergraduate research conferences (e.g. SACNAS):

Describe how your contribution is aligned with the Divisional goal of increasing the application of URM students

Describe your specific contributions, i.e., include specifics such as that you judged posters and or talked to X number of students at the conference and or that you stayed in contact with Y number of students.

### II. Sample activities that demonstrate advocacy and support of diversity. Please note that due to potential web address changes, we recommend that you Google Search for the names of the programs to find the correct websites. The UCSD EDI site (<https://diversity.ucsd.edu>) and the Division of Biological Sciences Diversity website (<https://biology.ucsd.edu/diversity/index.html>) are great places to start.

#### A. Within the Division of Biological Sciences and across the UC San Diego Campus. We are constantly improving and creating new programs. Please visit the diversity websites listed above to get the latest information.

- 1) Mentoring undergraduate and graduate students and postdoctoral fellows from under-represented minority (URM) groups or other under-served groups.
- 2) Serving as a mentor/educator for undergraduate summer research fellows and participating in any affiliated summer workshops that serve URM students. The following website lists UC San Diego's summer research opportunities for undergraduates. Of specific interests are the following:
  - i. The UCSD MSTP Summer Undergraduate Research Fellowship (SURF):
  - ii. Amgen Scholar
  - iii. UC LEADS
  - iv. STARS
- 3) Participating in recruitment/workshop events for transfer students. There are historically higher numbers of URM students among this group.

- i. Division of Biological Sciences Transfer Student Program (ToPS):
  - ii. Summer Bridge Academic Transition:
  - iii. Summer Transitional Enrichment Program (STEP):
  - iv. CC2U
  - v. Example Programs through Office of Academic Support and Instructional Services (OASIS)
- 4) Participating in other ongoing UCSD programs serving URM groups or communities; for opportunities see <http://eaop.ucsd.edu/>  
Examples:
- i. Organizing a workshop for the UCSD AWIS chapter
  - ii. Serving as an advisor to the UC President's Postdoctoral Fellowship Program
  - iii. Speaker at the Annual UC Women's Conference
  - iv. Giving a research or career talk to students at Campus Community Organizations such as Black Student Union, the LGBT Center, etc.
- 5) Participating in organizations or conferences that specifically target URM groups. These activities are related to increasing the number of URM applicants for our graduate programs. The following are examples of undergraduate research conferences and organizations with an emphasis in underrepresented/underprivileged participation:
- i. Society for the Advancement of Chicanos and Native Americans in Science (SACNAS):  
<http://sacnas.org/>
  - ii. Annual Biomedical Research Conference for Minority Students (ABRCMS):  
<http://www.abrcms.org/>
  - iii. McNair Scholars:
  - iv. Historically Black Colleges and Universities Undergraduate Program:
  - v. American Indian Science and Engineering (AISES)
  - vi. California Forum for Diversity in Graduate Education:
  - vii. UC-LEADS Symposium
  - viii. Activities associated with UCSD's Office of Graduate Studies (OGS) Diversity Initiatives and Diversity Outreach Collaboration

Note: The Division actively participates in SACNAS, ABRCMS and in the CA Forum for Diversity events. If you are interested in contributing to these activities, please contact the Diversity Committee via their web interest form (<https://biology.ucsd.edu/diversity/get-involved.html>)

- 6) Serving on committees (UCSD or UC-wide) whose focus is to improve campus climate for URM and other minority populations. Some examples are listed below:
- Division of Biological Sciences Diversity Committee
  - UCSD Diversity Council
  - Undergraduate Recruitment, Admissions and Yield Committee (U-RAY)
  - Graduate Recruitment, Admissions, and Yield Committee (G-RAY)
  - Chancellor's Advisory Committee on the Status of Women
  - UC President's Postdoctoral Fellowship Program, Advisory Council

- 7) Teaching a course that satisfies the Academic Senate approved Diversity Equity and Inclusion Graduation Requirement (approved 2011 for incoming freshmen):
- 8) Writing a scholarly article about an activity that specifically addresses an issue or problem encountered by individuals or institutions that serve a disproportionate number of URM students. *Example:* Published article(s) in peer-reviewed or non-peer reviewed journals describing best practices and effective strategies for teaching in a diverse classroom. (For example, AAAS June 11-12, 2011; Poster Presentation: Development and Implementation of a Workshop on Inclusive Teaching for Undergraduate and Graduate Teaching Assistants by Postdoctoral Scholars; Clement, S. et al.)

## **B. Within the Local Community and at Other Institutions across the Country**

Below are a few examples of how you can contribute to diversity efforts within the broader community:

1. Serving as chaperone/mentor at a Better Education for Women in Science and Engineering event
2. Presenting a talk or hosting an activity at a Family/Community Science Night activity at a K-12 school that serves a disproportionate number of URM or economically disadvantaged students (e.g., an urban or rural school)
3. Presenting a talk or hosting an activity at an organization that serves a disproportionate number of URM or economically disadvantaged students (e.g., MANA de San Diego, Elementary Institute of Science).
4. Teaching/mentoring activities at educational institutions that serve a disproportionate number of URM students or students with limited educational opportunities (e.g., rural/urban socio-economically disadvantaged communities), such as the UC San Diego Preuss School. Examples of activities are:
  - a. Recruitment activities for community colleges & high schools
  - b. Talks at middle & high schools with large populations of URM students
  - c. Mentoring and or judging at a local or state science fair
  - d. Becoming an advisor for a UCSD/NSF Socrates Scholar who teaches at a local high school
5. Contributing to public service activities, committees, boards that serve or benefit a disproportionate number of URM students (e.g., serve on an Urban League board or committee, election to a rural/urban K-12 school board, etc.)