



Oregon State University
College of Forestry

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MEMORANDUM

Date: February 22, 2021

To: College of Forestry Dean's Staff – Adrienne Wonhof, Jen Elston, Katy Kavanaugh, Randy Rosenberger, Michael Collins, Troy Hall, Eric Hansen, and Jeff Hatten
Director of the Office of Diversity, Equity and Inclusion – Michele Justice

From: Tom DeLuca, Dean College of Forestry

Re: Required DEI Training and Leadership

I am writing you to all in an effort to codify strategy 1.4b from the 2019 College of Forestry Diversity, Equity, and Inclusion Strategic Plan:

“Dean’s direct reports should receive relevant DEI trainings offered by OSU (e.g. DPD, implicit bias, search advocate, ADVANCE seminar) within two years following DEI plan adoption or hire date. Supplement with new trainings as needed (e.g. DEI, Promotion & Tenure advocate training).”

Goal 1 under ‘Building Awareness’ states that we commit to cultivating a “community of faculty, staff, students, and external partners that is competent in knowing about and exemplifying diversity, equity, and inclusion values within the College of Forestry (CoF) and beyond.” Strategy 1.4 notes that we seek to “increase knowledge and understanding of DEI concerns, best practices, policies, and procedures among non-student CoF members through trainings and orientation.”

By way of this memo, I clarify that all dean’s staff will participate in at least 20 hours of DEI training, education, or leadership activities each academic year. Education can take different forms and can be offered from both inside and outside of the University. Short events can be cumulatively counted based on personal investment of time associated with the event. While the Strategic Plan refers to education and training, putting that knowledge into practice and demonstrating leadership are also important. Therefore, activities in which one shares knowledge or leads DEI-related activities or initiatives will also be credited as meeting this expectation.

All Dean’s staff will be expected to record their activities to demonstrate satisfactory completion of this requirement in annual performance reviews. Staff will be asked to reflect on how events in the past year increased their DEI knowledge, awareness of best practices, policies, and procedures and explain how they will use this increased knowledge and awareness to improve DEI within their professional communities.

There are numerous examples of trainings or workshops that meet this requirement. University trainings can be found at: <https://diversity.oregonstate.edu/diversity-education>. Attending a single one hour seminar would count as one hour toward the total, whereas an eight-hour

workshop that required two hours of documented preparation and two hours of documented follow up would account for 12 hours. Reading a book or watching a movie on your own at home would not count, unless it is coupled with a discussion session or workgroup activity. Examples of leadership activities would include serving as a Search Advocate on a committee, being a panelist during a DEI-themed seminar, or developing or reviewing workshop materials for a training.

Clearly there would need to be flexibility built into this requirement, but I imagine that our staff will readily meet and exceed this requirement.