Finance and Administration
Diversity Plan Executive Summary

Finance and Administration (F&A) is the center of Dartmouth’s core business functions: Finance, Controller, Budget and Planning, Human Resources, Risk and Internal Controls Services, Design Printing and Mailing Services, Project Management and Procurement. Our Division must reflect the changing global environment in order to maximize our responsiveness to the needs and expectations of our staff, faculty, and students as well as business partners, community members, guests/visitors and alumni.

Signature Accomplishments:
- There is shared awareness across the division that diversity and inclusion, broadly defined, are core values to our operating principles.
- We have developed a Diversity Leadership Team.
- There is shared awareness that the Office of Human Resources has a vital role in supporting institutional as well as internal departmental diversity goals.

Key Initiatives:
- By formalizing a structure that is charged with leadership in and accountability for progress, F&A will meet or exceed the AAP goals in all EEO categories and will track and plan for increased diversity and inclusion in other categories (veterans, disabilities, sexual orientation, religious expression, etc.).
- Each hiring manager will be required to undergo recruitment training on how best to source candidates from a diverse pool.
- The recruiting staff in the Office of Human Resources has a plan in place to meet with each hiring manager within the division prior to the start of a search to advise on recruiting strategy. Materials are being developed to provide guidance for search chairs and committees.
- Search chairs/hiring managers will produce diverse candidate pools by partnering with HR and employing strategies such as: leveraging Dartmouth employee affinity groups, employee referrals, and diversity and inclusion subject matter experts; participating in career fairs, diversity-related recruiting, and outreach/campus visit initiatives.
- Improve the quality and completeness of our data including surveying departments to better understand their current staff diversity, and encouraging staff to participate in the annual institution wide Self Identification survey.
- Procurement has updated their language in the Vendor Guide addressing Small Businesses, Small Disadvantaged Businesses and Women Owned Businesses and the related procedures and expectations/ accountabilities, and they have trained Sourcing and Contract Management staff. The New Vendor Form has been updated to acknowledge institutional commitment to these vendors.
- As a part of the pilot of the Performance Evaluation process with the F&A division, the form will specifically address the diversity goals for each staff member.
- There will be shared awareness that every department in F&A has a vital role in supporting institutional as well as internal departmental diversity goals.