

Diversity Plan: Office of Institutional Research

I. Department Overview

The Office of Institutional Research (OIR) provides timely and accurate analytical services and information, both to our internal and external constituents, for executive decision making and policy development. We coordinate these services in an objective, systematic, and thorough manner, in direct support of the College's mission. Our Vision, Mission, and Values are clearly articulated on OIR's home page.

Number of employees: 5.5FTE

End users: The majority of our outputs are in support of data-informed decision-making for senior administration and various campus departments. We also provide data to faculty to support efforts related to faculty salary comparisons as well as the evaluation of programs and services. Students, most notably reporters from The Dartmouth, utilize our Fact Book and Common Data Set for various stories.

II. Building and Managing a Culture of Inclusivity

a. Work Process and Communication

The office has numerous annual/on-going projects, including federal reporting requirements to the Department of Education, consortium survey projects, data exchanges, and guidebook/rankings organization requests.

Within those constraints, office priorities are set most notably by the Provost and President as well as new initiative and yearly assessment plan goals. The latter is reviewed and determined by all OIR staff (see Accountability section for more details).

As noted above, OIR's main constituent group is staff and we do our best to reach across the entire campus, including the Professional schools, to collaborate on projects. Internally, the Associate Provost encourages all staff to discuss their ideas and viewpoints as it relates to not only specific projects but the overall functioning of the office. In the end, the goal is the best collective decision or idea rather than one mandated from the Associate Provost.

b. Professional Development

Goal setting is completed on annual basis for all staff. At least one goal is always dedicated to professional development.

In the upcoming year, OIR will consult with IDE and HR to help identify campus, local and/or regional events that support diversity and inclusion. Time and resources will be set aside for attendance. Implicit bias or other diversity and inclusion training will be incorporated into the annual OIR summer staff retreat.

c. Client Service/Outreach

OIR is housed in North Fairbanks which is not ADA accessible. Most often, we go to other locations for meetings; however, when we do meet, most often in our conference room, we inform new clients of our old building and that it has a lot of stairs. The physical layout of our space also means that our first point of contact is less than ideal. Our offices are distributed across 2 floors. The main suite of offices on the second floor is winding and there is no administrative assistant as one enters to help direct clients.

OIR will work with IDE and HR in the upcoming year to determine whether and how some of these issues can be addressed.

III. Recruitment/Retention

Traditionally, open positions have been posted on the Dartmouth HR website as well the Chronicle of Higher Education, our national professional organization website (Association for Institutional Research), and LinkedIn.

In general, OIR has been diverse, and for future recruiting efforts, OIR will work with HR's Talent Acquisition team to ensure the process continues to consider diversity and inclusion.

As noted above, OIR offers many opportunities for professional development. In addition, all staff are offered flexible work arrangements.

IV. Accountability

An assessment plan is co-created each year by the Associate Provost and staff. The plan articulates goals, measures, and leads which address work processes, professional development, and outreach but not from the perspective of diversity and inclusion. In general, we review our progress in March and make any necessary adjustments (e.g., rewording or moving objectives to next year's planning phase). We conduct a final review during our annual summer retreat which is aimed at closing the loop and supporting continuous improvement efforts.

In the upcoming OIR summer retreat, the group will determine how to weave diversity and inclusion goals and efforts into our AY 17-18 plan. We will be assisted by an HR consultant who normally facilitates our annual summer retreat.