

**Diversity Plan
For Recruitment and Retention of
Faculty, Graduate Students and Undergraduate Students
In the College of Education
University of Florida**

The College of Education (COE) strives to be an exemplary community of scholars united by our talents and intellectual values, strengthened by our diversified viewpoints and backgrounds, guided by democratic norms of civility and social justice, and measured by our individual and collective achievements. This Diversity Plan was developed to provide the COE with a direction in an effort to continue to diversify the college and make its programs representative of the populations we serve. Many of the actions in this document are already in process. However, the plan serves as a collective effort by the administration, faculty, staff and students of the COE to ensure that every student, faculty member and administrator thrives in a culture that is inclusive and nurturing.

In January 2003, a Diversity Team (with possible subcommittees in Race and Ethnicity, Disabilities, Sexual Orientation, Religion, and Status of International Students, Faculty and Staff) was developed as a result of a discussion during an annual college retreat in December 2002 and was approved by the Dean's Advisory Committee to oversee and continue to recommend enhancements. This team consisted of members of the COE faculty, administrative/professional staff, students and university administration, and was created to assist in ensuring that there is a culture of inclusiveness in the COE. The Office of Recruitment, Retention and Multicultural Affairs (RRMA) in the COE was intended to assist the Diversity Committee in the implementation of programs and policies and to create an accountability method to measure the success of the activities and programs in this plan.

In 2009, the Diversity Committee was appointed by the FPC to reconstitute the work of the Diversity Team. The implementation of this Diversity Plan will be implemented under the leadership of the Diversity Committee and will include input from the following people and groups:

- **Dean and Administrative Staff**
- **Department Chairs and Administrative Staff**
- **Faculty and Staff**
- **UF and COE Alumni and Friends**
- **UF and COE Undergraduate and Graduate Students**
- **Diverse Educational Associations and Organizations**

The recruitment and retention plan is separated into three categories: faculty, graduate students and undergraduate students.

Faculty

Recruitment Plan

The following plan has been developed to recruit qualified diverse faculty into the three schools of the COE:

1. Faculty and professional/administrative staff will attend National/International meetings and encourage diverse presenters and attendees to consider faculty positions in the COE. Professional meetings shall be used as an opportunity to network with potential faculty and administrative/professional staff.
2. The College will advertise in magazines and organizational newsletters that are widely read by diverse professionals. The COE will develop material (i.e., brochures, posters, advertisements) with diverse representation. All materials will demonstrate an environment of inclusiveness.
3. The COE will provide campus visits, which are excellent opportunities to showcase College programs, faculty, staff and students. These individuals will also have time to meet with faculty and staff in the program(s) in which they may be potential faculty candidates, take a tour of UF and meet with several diverse administrative/professional staff, faculty members and students.
4. Announcements on position openings will be sent to highly-qualified underrepresented individuals at various institutions in order to increase the pool of qualified applicants for those positions. In addition, faculty members in the College are encouraged to make informal contacts to attract talented individuals from diverse backgrounds. This is required by Human Resources to certify the pool as acceptable.

Retention Plan

One goal of the Diversity Plan is to retain diverse professional/administrative staff and faculty by providing them with support and an environment that will aid in their success as faculty in the COE at UF. The College will provide a learning environment that supports professional development, collaboration, and scholarly activity that leads to a record of distinguished teaching, research, and service. The following items are suggested as programs to retain diverse faculty in the three schools of the COE.

Supportive Environment. College administration, senior faculty, and RRMA can provide and recommend additional opportunities on and off-campus that will assist administrative/professional staff and faculty members in meeting their individual needs. The COE's Diversity Committee, appointed by the FPC, will address efforts in the College to further develop and enhance this culture of inclusiveness. Information will be shared by posting and e-mailing announcements regarding campus events, activities, in addition to providing them with information on resources available throughout the campus and in the community. The Diversity Committee views the following as essential components to this structure:

Discussion Forums. The Diversity Committee will identify or provide workshops of interest to new faculty and staff. Faculty will be encouraged to present their scholarly activities at these workshops to the COE and University community.

Faculty and Staff Orientation. New faculty and administrative/professional staff will go through an orientation that will include the college structure, college and university policies, and a tour of Norman Hall and UF. The purpose of this orientation is to assist new faculty in their transition and to provide them with academic and personal resources.

Mentoring. All new faculty members are assigned a formal mentor as required by the College Mentoring Policy. Selection of a mentor is a personal choice for new administrative/professional staff. However, the importance of informal mentoring for various purposes is also acknowledged. Each new faculty/administrative/professional staff member will be provided with a list of faculty and/or administrators in the COE and their areas of study. They will also be provided with a list of diverse faculty and staff on the University's campus. This will be done to provide new faculty with a list of potential mentors.

Assignments. In an effort by the COE to allow new faculty to adjust to their new environment and concentrate on their research, assignment of new faculty as College committee members will be optional and will be determined in consultation with the academic department chair.

Graduate Students

Recruitment Plan

The following recruitment plan has been developed to recruit qualified diverse students into the three schools of the COE:

1. UF and COE faculty, staff and graduate students will visit historically Black institutions, and institutions with large enrollments of Hispanic/Latino and/or Black/African-American student populations to recruit students into its graduate degree programs.
2. COE faculty members shall be involved in the recruitment process via networking at national professional meetings and by communicating with potential graduate students about their studies. Faculty involvement is especially important to the graduate recruitment process. Personal contact with faculty members can influence any decision that a potential student will make.
3. After initial contact, student follow-ups shall be made as follows:
 - a. Information from the student will be shared with the RRMA Director, Graduate Office, Program Coordinators and the UF Office of Graduate Minority Programs.
 - b. The RRMA Director shall communicate (preferably by phone) with the potential graduate student and provide her/him with information about the college, fellowships and other sources of funding, as well as information about the UF and Gainesville community.

- c. A representative from the school or program (i.e., graduate coordinator) shall communicate by phone or e-mail to the potential graduate student and provide her/him with information about the program and potential faculty advisors.
- d. The College Office of Graduate Studies shall send information by mail thanking the student for her/his interest in a COE program and send information about the fellowship process and graduate school at the UF.
- e. A graduate student in the COE program shall contact the potential graduate student and familiarize her/him with the program; or, a graduate student in the College (preferably representing the same diverse group and the same program) shall contact the potential student and familiarize him/her with COE and Gainesville.
- f. Some form of communications shall come from the Dean of the COE encouraging the student to consider a graduate program at UF.

4. Administrative support shall include communicating with potential students (see above), offering financial support for the recruitment process, coordinating funding opportunities for potential students (e.g., fellowships, assistantships, etc.), organizing campus visits and assisting faculty with travel to meetings to assist in the recruitment of diverse students.
5. The College will advertise in magazines and organizational newsletters to attract potential diverse graduate students.
6. In addition, materials (i.e., brochures, posters, advertisements) with diverse representation will be used for the recruitment process. Materials shall demonstrate an environment of inclusiveness.
7. The UF Office of Graduate Minority Programs sponsors campus visits for potential graduate students. Campus visits by potential students are important before and after the department selects the students. Other institutions are competing for graduate students recruited by UF. An opportunity for potential graduate students to travel to Gainesville and meet with faculty, administrators and graduate students in the COE and at UF would aid in solidifying their decision to attend UF. In addition, potential students would be able to see and understand the resources and support that will become available to them if they choose to matriculate at UF.
8. A recruitment database will be created by the Office of Graduate Studies to better track those who inquire and apply. This database will enable the College to assess its recruitment efforts.

Retention Plan

The goal of this plan is to retain all COE diverse graduate students to complete their program of study by providing them with support and an environment that will aid in their success as graduate students in the COE at UF. The following items will be available in the College to retain diverse graduate students in the three schools:

Student Orientation. An annual orientation will be held for all COE graduate students at the beginning of each year.

Scholarships. Minority Education Scholarships will be available to diverse graduate (master's and doctoral) students in the COE in need of financial assistance in order to further their studies. In addition, RRMA will aid all graduate students in identifying assistantships and fellowships in the College and at UF.

Discussion Forums and Workshops. Forums and workshops will be provided by RRMA which cover everything from grant writing to teacher certification. Graduate students will be encouraged to present their studies at these sessions to the COE and the University community.

Supportive Environment. The Diversity Committee, appointed by the FPC, will address the College's efforts to further develop and enhance a culture of inclusiveness. The College will create a student recruitment list and initiate a college-wide graduate student organization and committee to represent graduate students.

Mentoring/Advising. Schools will have primary responsibility for mentoring and advising graduate students. RRMA serves as a mentoring and advising office as well, and RRMA staff can meet with graduate students at least once a semester to discuss their graduate program, the environment, and how the office can better serve the student. The office will also communicate regularly with the career development office and offer opportunities for career placement.

The Office of Graduate Studies, the three schools, and RRMA will prepare an annual report to the faculty and administration regarding efforts to recruit and retain diverse students in COE.

Undergraduate Students

Recruitment Plan

The following recruitment plan has been developed to recruit qualified underrepresented groups into the Elementary and Early Childhood ProTeach programs in the COE:

1. UF and COE staff will visit Florida high schools and community colleges with significant populations of diverse students and provide them with information.
2. RRMA will work with students in Future Educators of America associations and Teaching Academies to aid in the recruitment of students. The COE administers the UF Alliance Program; RRMA will assist those institutions with their FEA and Teaching Academies and offer "Explorations in Teaching: The Alliance Experience" Summer Program for students from the Alliance schools.
3. After contact has been made, RRMA and UF's Admissions Office will follow up on potential students. If the student is attending a community college, RRMA will work with the Student Services Office in the COE to provide potential students with guidance on their coursework and fulfillment of the University's requirements for admission into the Elementary and Early Childhood programs. RRMA will also work with the transfer officer in the Admissions Office. The Admissions Office performs Campus Visits for potential students. Participation in organizational fairs and workshops for high school guidance counselors will assist in the recruitment of students into the COE.
4. Support shall include communicating with potential students, coordinating funding opportunities for potential students (scholarships), and organizing or participating in campus visits. Administrative support of the recruitment process is essential for success.
5. Coordination of activities with the Admissions Office will be the key to successful recruitment. The Admissions Office provides RRMA with a list of students that have

selected education as a major. Constant communications and support will be necessary for the recruitment of the student into UF, in general, and the COE, specifically.

Retention Plan

The goal of this retention component is to retain 100% of our undergraduate students by providing them with support that will aid in their success as students in the COE at UF. The following items exist in the COE and serve to retain diverse undergraduate students:

Student Orientation. An annual orientation will be held for all students at the beginning of each year.

Scholarships. Minority Teacher Education Scholarships (through the Florida Fund for Minority Teachers – FFMT) will be available to students in the COE in need of financial assistance in order to further their studies.

Discussion Forums and Workshops. Forums and workshops will be provided by RRMA which cover everything from grant-writing to teacher certification. Scholarship recipients must attend at least one per semester.

Supportive Environment. As with faculty, staff and graduate students, the College's Diversity Committee will address efforts in the College to further develop and enhance a culture of inclusiveness. RRMA can provide additional opportunities on and off-campus that will assist each student in meeting her/his individual needs by posting campus events and activities as well as providing information on resources available throughout the campus and in the community (healthcare, counseling, local libraries, etc.).

Mentoring/Advising. It is the responsibility of the Office of Student Services and RRMA to serve as a mentoring and advising office for undergraduates in the College. In addition, the School of Teaching and Learning and the School of Special Education, School Psychology, and Early Childhood Studies faculty and staff serve in an advising capacity. RRMA administrators meet with students at least once a semester to discuss their program, the environment and how the office can better serve them. The office will also communicate regularly with the career development office and offers opportunities for career placement. The Office has implemented a mentoring program to assist potential and current students in the COE.

Student Support.

RRMA staff will meet with Student Services, STL and SESPECS program coordinators each semester to determine what efforts are most beneficial for supplying student support to undergraduates in the COE.

The Office of Student Services and RRMA will complete an annual report related to activities conducted by these two offices to support undergraduate students.