

The Employee Affinity Group Involvement Proposal

The President's Commission on Equity and Change
on behalf of the President's Office

Approved by the commission on 12/2/2020

Approved by President Conoley on 12/11/2020

Finalized on 6/29/2021

Rationale

In order to support CSULB's commitment to diversity and inclusion with a comprehensive and systematic approach, it is important to foster an environment in which all employees are supported and encouraged to engage in activities that build a sense of belonging and support, and benefit the CSULB community. In this regard, adequate time will be offered to faculty members and staff members to actively engage in affinity groups where they can participate in community building, providing visibility and practical support to diversity and inclusion efforts, e.g. participating in diversity recruitment and retention efforts, identifying and raising concerns that might not otherwise be visible, building cultural competence and cultural sharing in the community. The Professional Development for Affinity Group Involvement proposal is meant to provide faculty members and other staff a means to achieve these outcomes, with opportunities provided equitably for full- and part-time employees.

Affinity Groups

Eligible affinity groups will be defined as those listed at the beginning of each academic year on the website of the President's Commission on Equity and Change.

A. Full-time and Part-time Faculty Members [approved by Provost 11/30/2020]

Eligibility

- Tenure Track Full-Time faculty members
- Full-Time Lecturer faculty members
- Part-time lecturer faculty members with a minimum time base of 6 WTUs/year.

Specific Recommendation for Time

- Reassigned time of 1 WTU for each year of leadership in one affinity group. While leadership in multiple affinity groups is always possible, reassigned time is available only for one such group.

Guidelines for Requesting and Tracking Time

- Faculty and lecturers members shall secure an *officer/leadership appointment letter* provided by the affinity group and must consult with their department chair to discuss plans for making use of any reassigned time acquired under this proposal.
- For faculty members, reassigned WTUs may be used the year awarded or accumulated for up to 3-years. Appointment letters must be submitted to department chairs annually and will serve as the tracking mechanism.

B. Full-time and Part-time Staff [approved by Staff HR 10/29/20]

Eligibility

- Full-time and part-time staff with at least 20 hours/week workload, student workers are excluded.

Specific Recommendation for Time

- Staff: up to 20 hrs/per year of approved hours for participation in affinity group activities for full-time staff; part-time staff prorated based on time base.

Guidelines for Requesting and Tracking Time

- Staff members secure an affinity group **sponsorship letter** provided by the respective affinity group. Sponsorship letters will include projected meeting and event schedule.
- The staff member then uses that letter to work with their appropriate administrator in seeking department approval to fulfill a commitment to the affinity group and ensure that the operational needs of the department are met. In the unlikely event that approval is not granted, the employee may send the decision to their appointing authority (e.g. director, dean), and then if necessary to the Vice President for review and response.
- Prospective participants may request a “voluntary schedule adjustment” through their appropriate administrator to attend affinity group meetings. Schedule adjustment requests will be reviewed for approval or denial based on the operational needs of the department.
- Employees will be expected to record Affinity Group participation hours via an Employee Affinity Group icon via the self-service employee center in the eApplication section. Employees will enter their hours taken by Affinity Group and the day of the month. Weekly reports will be provided to the ASM to track employee usage across all Affinity Groups.

Policy Statement

Staff employees are eligible for to participate and engage in a maximum of 20 hours per academic year in approved Employee Affinity Groups, during normal work hours. Any participation beyond 20 hours is at the discretion of the employee’s supervisor and departmental needs. Full-time Tenured/Tenure Track, Full-time Lecturers, and Part-Time lectures with a minimum time base of 6 weighted teaching hours/year who serve in a leadership capacity in one Employee Affinity Group are eligible to receive 1 WTU of reassigned time per year, and may accumulate them for up to 3 years.

Policy Communication Strategy

This will be announced each academic year through the affinity groups to their members and a copy will be maintained at the CSULB website/archive.