**CSULB Employee Affinity Groups for Faculty and Staff**

# **About Employee Affinity Groups (EAG)**

The California State University Long Beach (CSULB) President’s Commission on Equity and Change is committed to equity, inclusion, and diversity and serves as the guiding organization for Employee Affinity Groups. 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 faculty and staff members are supported and encouraged to engage in activities that build a sense of belonging and support, and that benefit the CSULB community.

**Mission:**

Employee Affinity Groups are recognized and formed around a shared identity or common goal to build stronger relationships among members of non-dominant, minoritized, historically and currently marginalized communities in order to foster and promote equity, inclusion, and diversity across the CSULB campus.

**Purpose:**

* Educate, share information, and raise awareness about the concerns and challenges that affect non-dominant, minoritized, historically and currently marginalized communities that might not otherwise be visible to the broader campus
* Establish an inclusive space for community building, exchange, and conversation among a network of mentors, allies, and peers
* Offer a forum in which staff and faculty campus climate concerns can be made known to the University
* Advocate for policies and programs to meet the needs of EAG constituents
* Provide professional development, networking, and cultural appreciation opportunities for members
* Participate in recruitment and retention efforts to promote equity among administration, faculty, staff, and students
* Build cultural competence and cultural sharing in the campus community

Please be advised that Employee Affinity Groups are formed voluntarily and are not dictated by management. Individual employee membership and participation in EAGs are voluntary. In addition, all meetings and activities by EAGs must be open to all employees, not just those of a particular race, color, national origin, gender, gender identity, age, etc.

**Recognition Process:**

Those wishing to form an EAG must submit their request for recognition via email to the President’s Commission on Equity and Change by meeting the following criteria and completing the *EAG Recognition Form* (forthcoming to include purpose, list and contact information of leadership, and organizational structure):

1. A minimum of 6 members is needed for recognition of the EAG.
2. Purpose and/or mission of the EAG is unique, not duplicating another commission-recognized EAG.
3. Holds regular meetings.
4. Organizational structure (officers, committees, etc.) supports the development of EAG.
5. Clear system of maintaining involvement records so that members may benefit from the Affinity Group Involvement Policy.

Requests are considered by the President’s Equity and Change Commission for approval. Groups previously posted on the Inclusive Excellence Commission website will need to apply for recognition under this new policy.

**Annual Responsibilities to Maintain Recognition:**

1. A minimum of 6 members is required to maintain the recognition of the EAG.
2. Submission of new officers and contact information annually to Equity and Change Commission.
3. Submission of involvement documentation to appropriate supervisors of members to comply with the Affinity Group Involvement Policy.
4. Respond in a timely manner to inquiries regarding EAG membership/involvement.

A listing of CSULB’s EAGs may be found at this website: <https://www.csulb.edu/office-of-the-president/joint-commission/presidents-commission-equity-and-change>

Long Beach State University

**President’s Equity and Change Commission**

**Employee Affinity Group Recognition Application**

Criteria Used in Recognition Process:

1. A minimum of 6 members is needed for recognition of the EAG.
2. Purpose and/or mission of the Employee Affinity Group is unique, not duplicating another organization recognized as an EAG.
3. Holds regular meetings.
4. Organizational structure (officers, committees, etc.) supports the development of EAG.
5. Clear system of maintaining involvement records so that members may benefit from the Affinity Group Involvement Policy.
6. Membership must be open to all employees of the university.

Please see the PECC website [insert address here] for resources to assist EAG application and organizational development.

Name of Affinity Group:

Contact Person:

 Email Address:

1. Names of 3 Members, Department and Organizational Position if Applicable:

1. Purpose and/or Mission of Affinity Group:

1. Organizational Structure (leadership positions, standing committees, etc.)

1. Affinity Group Meeting Pattern (e.g. monthly on the 3rd Thursday; executive board on the 1st Thursday of the month)

1. Person Responsible for Maintaining Involvement Records and Providing Involvement Documentation for Members:

 Email Address:

1. How is membership determined?

1. Are there membership dues? If so, how much and when are they collected?

1. Is there a group list serve or website? If so, please provide that information here

1. How and when are elections held?

1. Although By-Laws are not currently required for EAG recognition, they are highly recommended. When does the organization plan to complete By-Laws?

**Please submit EAG By-Laws if available.**