

The UNC Policy Manual  
300.8.5[R]  
Adopted 09/25/19  
Technical Corrections 09/29/21

## Regulation on Diversity and Inclusion Within the University of North Carolina

I. Purpose. This regulation outlines specific requirements and procedures related to the implementation of Section 300.8.5 of the UNC Policy Manual, *Policy on Diversity and Inclusion Within the University of North Carolina* (the policy). This includes the definition of roles and responsibilities and sets forth procedures related to the oversight of D&I activities and related reporting to monitor the effectiveness of these efforts.

II. System Office D&I Liaison. The president shall designate a senior officer <sup>[1]</sup> at the UNC System Office (System Office) who shall serve as the System Office D&I Liaison (Liaison). The Liaison shall, at a minimum:

- A. Act as the primary point of contact at the System Office for D&I-related inquiries, including inquiries from the constituent institutions and the Board of Governors;
- B. Serve as the System Office representative and liaison to the system-wide D&I Council and perform those functions as further described in section V, below;
- C. Facilitate the aggregation and comparative analysis of D&I-related data and information reported annually by each constituent institution to the president and the Board of Governors;
- D. Coordinate the administration of the policy and its various requirements; and
- E. Coordinate D&I efforts and programs directed at serving System Office staff.

The Liaison's responsibilities may be carried out by an existing senior officer at the System Office or by a newly created role, at the discretion of the president.

III. Institutional D&I Officer

- A. Each constituent institution's chancellor shall designate a senior-level administrator as its D&I Officer who shall, at a minimum:
  - 1. Assist the chancellor in policy development and strategic planning to promote and advance D&I;
  - 2. Oversee the development of D&I strategy and the definition of D&I goals and performance measures specific to the institution and its community;
  - 3. Ensure production of required reports on the progress and outcomes of the institution's D&I operations, programs, and activities;
  - 4. Advise on training, outreach, educational programs, and other strategies for students, faculty, staff, and other stakeholders to promote and advance diversity and inclusion throughout all levels and areas of the institution;

5. Be available to make presentations and to participate in meetings with employees or students, and their representative groups, as well as community organizations and other members of the general public;
6. Support the development of D&I-related campus communications;
7. Ensure ease of access to D&I-related information by members of the institution's community, as appropriate;
8. Serve as the institutional representative on the D&I Council; and
9. Seek out personal opportunities for ongoing professional training to remain current with industry trends and leading practices in the rapidly evolving D&I field.

B. These responsibilities shall be performed in collaboration with the institution's EO Officer and in alignment with the institution's Affirmative Action Plans and other EO-related policies, programs and activities. Efforts shall be coordinated where possible.

C. The appointed D&I Officer shall have or be required to develop directly relevant experience in: designing and implementing D&I strategies, plans, and programs, preferably within higher education; facilitating effective relationships across diverse constituencies; defining metrics and analyzing quantitative and qualitative indicators of success; building mutual understanding among diverse sets of stakeholders; managing change and communicating effectively; and developing training plans and delivering training.

D. The reporting relationship of this role, and whether this is an existing or newly created position, is at the discretion of the institution's chancellor.

E. When deemed appropriate by the respective chancellors, this role may be shared among constituent institutions to promote enhanced efficiency.

#### IV. Institutional Inclusion Executive

A. Each constituent institution's chancellor shall designate a single senior-level administrator as the institution's Inclusion Executive. As appropriate, the Inclusion Executive, the D&I Officer, and/or the EO Officer roles may be assigned to the same position or to different positions. The Inclusion Executive shall, at a minimum:

1. Provide oversight on behalf of the chancellor to ensure that the activities of both the institution's EO and D&I functions are coordinated and executed in a complementary and efficient manner and that goal-setting and resource allocation is tied to the achievement of measurable outcomes;
2. Facilitate communication and coordination among various divisions, departments, and constituents within the institution that have EO and D&I responsibilities;
3. In conjunction with the institution's D&I Officer, ensure that D&I program standards and quality assurance activities are carried out as outlined in section VIII of this regulation, and;
4. Participate in institution-level EO and D&I-related councils or committees to ensure connection and knowledge-sharing between EO and D&I initiatives.

B. The reporting relationship of this role is at the discretion of the institution's chancellor. This role may or may not directly supervise the individual EO and/or D&I function, but shall be assigned the executive oversight duties as described above.

#### V. Establishment and Responsibilities of a UNC System D&I Council

A. The president or president's designee shall establish a D&I Council comprising the D&I Officers from each of the 17 constituent institutions, the System Office D&I Liaison, and representatives of other constituencies to be determined by the council in consultation with the president or president's designee.

B. The council shall be an advisory body for the University System with general assistance from the System Office. It shall be headed by a chair elected for a two-year term by a majority vote of D&I Council peers and approved by the president or president's designee.

C. The council shall develop its charge, subject to approval by the president. Any subsequent updates or proposed changes to the council's work shall also be subject to approval by the president or president's designee.

D. The council, in consultation with relevant officials of each constituent institution, shall be responsible for developing for the president's approval System-wide D&I metrics as well as standardized formats for reporting of D&I information to the System Office.

E. The council members shall collaborate on programming where feasible, make recommendations to the president or president's designee on any System-wide training requirements, and explore master agreements for relevant external vendor products/training solutions with general assistance from the System Office.

F. The council shall facilitate the sharing of knowledge and D&I best practices, collaborative problem-solving, and interactions between institutions and with the System Office.

G. The D&I Council shall recommend to the president or president's designee through the System Office D&I Liaison any potential revisions to the University's D&I policy and/or regulation as well as the creation or modification of measurement methods for D&I goals and metrics.

#### VI. Defining System-Wide D&I Metrics and Goals

A. Metrics. The D&I Council shall develop for the president's approval three to five System-wide annualized D&I metrics. Core statistical information that may be considered in the development of these metrics includes, but is not limited to: student, faculty, and staff demographics; academic achievement gaps; graduation and persistence rates; recruitment and retention of students, faculty, and staff; and campus climate assessments on diversity and inclusion based on institution-level or System-wide surveys.

B. Goals. In addition to the System-wide D&I metrics, the D&I Officer at each constituent institution shall, in collaboration with appropriate stakeholders, develop D&I goals and metrics specific to the institution and its community. As part of this process, it is the University's expectation that the D&I Officer actively seek input on an annual basis from the constituent institution's board of trustees as well as appropriate faculty, staff, and student governance organizations, on all proposed D&I goals and metrics.

VIII. D&I Program Standards and Quality Assurance. The institutional D&I Officer and the institutional Inclusion Executive shall together be responsible for establishing a process to ensure that feedback is collected from participants in D&I programs and that participants are informed of the appropriate institutional point of contact to address questions or concerns regarding D&I policies or programs. This shall include ensuring that all programs conform to all relevant University policies, regulations, and standards.

IX. Reporting to the Boards of Trustees. The constituent institution, through its chancellor, D&I Officer, or other chancellor's designee, shall provide a report at least annually to the institution's board of trustees, which, at a minimum, shall include the following:

- A. The impact of the institution's D&I programs and activities with respect to System-wide D&I metrics and institutional D&I goals;
- B. The number of positions and FTEs with D&I responsibilities, indicating the percentage of each associated with D&I responsibilities;
- C. An accounting of institutional budget expended on D&I operations and activities, broken out by personnel and non-personnel costs and by funding source (e.g., state funded versus other funded); and
- D. A list of signature D&I programs that serve a critical role in helping the constituent institution accomplish its learning and D&I objectives, along with their purpose and any data on outcomes, including relevant participant feedback.

X. Reporting to the System Office. Each constituent institution shall provide to the System Office, upon request of the president or president's designee, relevant information regarding D&I operations, programs, and activities of the constituent institution. These items shall be reported in a format recommended by the D&I Council and approved by the president or president's designee. Such information, at a minimum, shall include the items described in section IX., subsections A., through D., above.

XI. Reporting to the Board of Governors Committee on University Personnel. No later than every 24 months, or sooner at the request of the committee chair, the president or president's designee shall provide an update to the Committee on University Personnel regarding the D&I activities of the constituent institutions.

XII. Opportunities for Dissemination of D&I Policies and Information

- A. Information for Students. Constituent institutions shall include in student orientation programs, and periodically provide to students in printed and/or electronic form (e.g., web sites), information describing their institutional policies regarding D&I consistent with this policy. Any information provided should include the name and contact information of the institutional officer, office, or department with responsibility for ensuring compliance with the policy and for answering any related questions or concerns.
- B. Information for Faculty and Staff. Constituent institutions shall include in new hire onboarding, and periodically provide to faculty and staff in printed and/or electronic form (e.g., web sites), information describing their institutional policies regarding D&I consistent with this policy. Any information provided should include the name and contact information of the institutional officer, office, or department with responsibility for ensuring compliance with the policy and for answering any related questions or concerns.

### XIII. Other Matters

- A. **Effective Date.** The requirements of this regulation shall be effective on the date of adoption of this regulation by the president.
- B. **Relation to State Laws.** The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern the activities of public officials.
- C. **Relation to Other University Regulations and Policies.** The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, other University policies, regulations, and guidelines related to equal opportunity, free speech, and free expression.

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[\[1\]](#) A senior officer is an employee who is covered by Section 300.1.1 of the UNC Policy Manual.