



December 15, 2015

**DEANS AND DEPARTMENT CHAIRS**

**Re: Inclusive Excellence Activity Reporting Guidelines**

Dear Colleagues,

Inclusive Excellence animates the mission of UCI. The Academic Manual (APM) recommends that faculty be encouraged and recognized for contributing to this vital priority of the University. Faculty may document their activity in their myData Review Profile and discuss specific contributions in their self-statements.

Below are the guidelines that are designed to ensure that such activity is appropriately evaluated and rewarded. Please review and share them with your school and department faculty. If you have questions, please contact Douglas Haynes, Vice Provost for Academic Equity, Diversity and Inclusion at [advancedirector@uci.edu](mailto:advancedirector@uci.edu).

- I. *How the activity advances equal opportunity and diversity:* the ways it explores underrepresented or understudied populations or communities, cultures and practices; or illuminate societal inequalities or disparities.
- II. *What the significance or impact of the activity is:* how it builds or extends research problems or areas; raises awareness in local or state or national or international contexts; contributes to equitable access to education and broadens participation in higher education through outreach or mentoring or recruitment or student placement; addresses societal disparities or inequalities; or aligns with Category 7 (Multicultural Studies) of the General Education requirements.
- III. *The extent the activity has been recognized:* document and describe any and all of the following: competitive funding; any appearance in a peer reviewed journal or publication as a book; significant contribution to high impact online journalism such as a blog or curated web-page; selection for commendation by campus unit, professional association or public service organization; or has the faculty member served on a taskforce or been elected to a leadership position in an affinity group organization or a committee within a professional organization.

Sincerely,

Enrique J. Lavernia  
Provost and Executive Vice Chancellor