

**To:** All Gillings Employees

**From:** Barbara K. Rimer, DrPH, Dean  
Taya Jackson Scott, EdD, Vice Dean  
Kauline Cipriani, PhD, Associate Dean for Inclusive Excellence

**Date:** January 29, 2021

**Re:** Eight hours of inclusive excellence training annually for all Gillings employees

With this memo, we are sharing the formal expectation that all Gillings School faculty and staff complete a **minimum of 8 hours annually of inclusive excellence (IE) training**, broadly defined, with some of that training focused on anti-racism.

**Background.** For well over a decade, many students, faculty and staff have asked us to take strong action to improve the climate at Gillings. In August 2019, after a year-long, participatory planning process led by **Kauline Cipriani, PhD**, Associate Professor of Public Health Leadership, the Gillings School's Dean's Council approved and adopted the [Inclusive Excellence Action Plan](#).

As part of that plan, the Dean's Council agreed to the expectation that all Gillings faculty, staff and teaching assistants participate annually in a minimum of 8 hours of inclusive excellence training, broadly defined. We shared this expectation in messages to the Gillings community in Fall 2019 and Spring 2020, in Dean's Council meetings, Faculty/Staff meetings, and in other venues. We followed up on this expectation by asking all unit leaders (department chairs, deans and directors) to discuss how they had supported inclusive excellence among faculty and staff in their AY2019-20 annual reports.

We have been heartened over the past year by the incredible engagement of the Gillings community in the extensive IE programming we have offered. This summer, for example, over 100 faculty participated in REI Groundwater Training offered by Gillings, and so did all incoming students. All faculty in Health Behavior participated in REI's two-day training. Hundreds participated in one or more of the Emergency Preparedness, Ethics and Equity webinars offered by our Inclusive Excellence unit. This level of participation speaks to a deep commitment to change.

As we emphasize in our [Mission and Values](#), we aim to **build, support and sustain a diverse, equitable and inclusive anti-racist community, well-prepared to address 21st-century health inequities**. This professional development expectation is not the only strategy we are pursuing to create and sustain such a community, but it is an important one. We deeply appreciate your engagement in this goal!

**Details.** Below are details about Gillings School IE training expectations.

- **By when do I need to complete the training?** The time span for completing this training for AY 2020-21 runs from July 1, 2020 until June 30, 2021.
- **What types of training are eligible to meet this expectation?** We include the broadest range of Inclusive Excellence trainings, either offered on our campus or sponsored by other entities. Examples of trainings that "count" would include: the Gillings School's Annual Minority Health Conference (scheduled for February 25-26, 2021, this conference would fulfil 7.5 hours of the annual IE training expectation); lectures in the Dean's Inclusive Excellence Speaker Series; REI-

sponsored trainings; Haven training; Safe Zone training; UNC's annual ThinkPosium; and programming offered on campus as part of Martin Luther King Day. These are only a few examples; you can find more Gillings-sponsored options [here](#). Many trainings on and off campus are eligible.

- **May I use work hours to complete the training?** Yes. All managers are asked to support employees engaging in IE professional development during work hours for at least 8 hours annually.
- **How will you track IE training?** You will self-report your participation in IE training. We therefore ask you to maintain a log of the programming you participate in, and then report this participation (1) as part of your annual review process and (2) via an annual survey.
- **Will my participation in IE training be assessed as part of my annual review?** Yes, starting with your 2021 annual review, we ask managers to review your participation in IE training, dialogue with you about that, and include it as one aspect of your overall review.
- **The reporting window is short for this year; what if I don't complete all my IE training by June 30, 2021?** We ask you to make every effort to complete the training by the end of the reporting cycle. We will be sharing multiple opportunities to engage in IE programming over the coming months – and many of these programs are archived, so you can review them when it works best for you. In the event that you cannot complete the professional development by June 30, 2021, you may submit a brief plan for how you will complete that professional development by September 30, 2021.
- **What information will you collect about the trainings I participate in?**
  - ◆ Date(s)
  - ◆ Title
  - ◆ Sponsor
  - ◆ Length of training
  - ◆ Online or residential
  - ◆ What you learned and how you anticipate applying what you learned
- **What survey will I be asked to complete for this purpose?**
  - ◆ **Faculty:** Faculty data regarding IE participation will be collected via the annual LIFT survey administered in late spring.
  - ◆ **Staff:** A new staff employee survey is in development now. It will include questions about IE training.
- **Didn't I just complete a survey about IE training?** Yes! In fall 2020, we asked faculty (via the LIFT survey) and staff (via a short survey focused only on IE training) to report any IE training you participated in during AY 2019-20. There is no penalty to those who did not complete the training in AY 2019-20; but the surveys have provided us with baseline data and are helping us identify any needed improvements in the program.
- **I thought that TAs are expected to complete IE training, too.** That's correct. We are currently working on a process for tracking TA and RA participation in IE training and will share that with TAs and supervisors of TAs in the future. We are all part of the Gillings community and need to commit to strengthening our ability to support inclusion.
- **Questions?** Please reach out to Yesenia Merino at [ymerino@email.unc.edu](mailto:ymerino@email.unc.edu).

Thank you so much for your commitment to creating and sustaining a diverse, equitable and inclusive Gillings School!