Why do I need to complete this training? Inclusive excellence training is an important strategic focus area for the Gillings School. Read more about this focus area, including rationale, in our Inclusive Excellence Action Plan (IEAP).

When do I need to complete the training? The time span for completing this training for academic year (AY) 2020-21 which runs from July 1, 2020 until June 30, 2021. In the future, we may adjust to achieve alignment with employee annual reviews.

What types of training are eligible to meet this expectation? A broad range of both on- and off-campus Inclusive Excellence (IE) trainings will meet this expectation. Examples of eligible trainings include: the Gillings School’s annual Minority Health Conference (scheduled for February 25-26, 2021, which would fulfill 7 hours of the annual IE training expectation); lectures in the Dean’s Inclusive Excellence Speaker Series; Racial Equity Institute (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 options here.

May I use work hours to complete the training? Yes. All managers are asked to support employees engaging in IE professional development for at least 8 work hours annually.

How will you track IE training? You will self-report your participation in IE training. We ask you to maintain a log of the programming you attend (for eg. in your electronic calendar invite) 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 it and include it as one aspect of your overall review.

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. There will be multiple opportunities to engage in IE programming over the coming months. Many of these programs are archived to allow flexibility for viewing. 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. In future years we may move to expand the current survey or develop a new survey to accommodate staff data as well.
- **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.

Are TAs expected to complete IE training? That’s correct. We are working on a process for tracking teaching assistant (TA) and research assistant (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.

What if I am serving in a dual appointment? All full-time faculty with Gillings appointments are expected to complete eight hours of training regardless of other institutional affiliations. We believe this training will be beneficial in your work as a faculty member no matter where your primary affiliation resides.

What if I am an adjunct faculty member? All paid adjunct faculty members are expected to complete a number of training hours equal to the amount of credit hours they teach. For example, if you are paid to teach a 3-credit hour course, 3 training hours would be expected in the designated timeframe for that academic year.

What if I am part-time? Part-time employees are expected to complete training hours proportional to their working hours. For example, a staff member who works half-time or 20 hours a week will be expected to do 4 training hours instead of 8.

Does service on a taskforce, working group or committee count as training? No. We believe it is important for faculty and staff to further their learning by participating in training. Although participation in a working group can be great for learning about equity and inclusive excellence, and we appreciate the contributions made by people on such task forces, it is not an equivalent substitute to hearing from a subject matter expert and/or engaging in dialogue facilitated by a subject matter expert.

Will REI training be made available? We do not have planned REI sessions at this time. However, faculty and staff are welcome to independently seek opportunities to fund and participate in REI sessions. If new sessions become available through Gillings, we will be sure to advertise them using the appropriate channels.