Call for 2016 Employee Engagement & Diversity Group Nomination and Application

You are invited to submit names of all UCOP staff, including yourself, to actively participate in the Employee Engagement & Diversity Group (EEDG). We are seeking enthusiastic nominations for staff to be a part of the team and join one of the two areas of focus: Diversity and Engagement.

Completed nomination and application forms must be submitted by October 11 either by email or in person to:

Joanna Trammell, Program Manager, Culture, Diversity, & Engagement

Joanna.trammell@ucop.edu

Office 9304

(510)987-0839

Note to Managers and Supervisors

Dear Managers and Supervisors,

The Employee Engagement and Diversity Group has an important role in shaping the culture and identity of UCOP. In partnership with the OP Staff Assembly and UCOP affinity groups, the EEDG will work to build employee engagement and diversity at UCOP in response to the employee engagement survey.

We hope that you will encourage and support your staff in participating in this group as this is a wonderful career development opportunity for staff who seek additional responsibilities, challenges, and want to make a difference at UCOP.

The hope is to have cross representation and have staff from different departments, levels, and experiences. We believe a diverse group will be the optimal blend of fresh ideas and institutional knowledge.

The decision to support a staff member to participate is at the discretion of the manager or supervisor. Should a manager/supervisor feel that their staff is unable to take on additional workload at the current time, either due to performance or upcoming projects/deadlines, the manager/supervisor should clearly outline why and work with their staff to develop this opportunity into the staff person’s goals.

The call for nominations will occur yearly so please encourage staff by either nominating them or encouraging them to apply.

Thank you for your support and partnership!

The Employee Engagement and Diversity Nominating Committee 2016

Employee Engagement & Diversity Group

**November 2016**

**Purpose**

The Employee Engagement & Diversity Group (EEDG) is a diverse blend of dedicated staff, managers and senior leaders working together to create an environment that values and supports employee engagement in partnership with the OP Staff Assembly. By developing internal programs and events, the EEDG will work to create an organization where staff are:

* Willing to invest all available effort
* Caring about his or her work and understands the impact of their roles
* Feeling valued and appreciated
* Acting in a way that furthers the organization’s mission and goals

**Responsibilities**

The EEDG serves in an advisory role in providing counsel to the Executive Director and Program Manager. The responsibilities of the group include, but are not limited to:

* Assist in drafting and executing an annual Engagement Action Plan detailing current levels of engagement, performance against prior year initiatives and plans for activities, events and resources required for the following year
* Provide advice and recommendations on how to increase awareness and competencies related to engagement, for all employees, including leadership. This might include training programs, guest speaker programs, and other forms of communication
* Participate in a sub-group focusing on diversity issues within UCOP
* Engage in actively soliciting employee feedback; evaluating, and recommending strategies for improving employee engagement
* Promote relationships through team building, cross-functional projects and training
* Assist with identifying strategies to develop employee engagement and career development opportunities for staff and play a leadership role in the implementation of these strategies
* Provide insight and feedback on how to improve communications as it relates to engagement
* Participate on temporary task force groups that are formed to address specific topics

**Meetings and Time Commitment**

Meetings will be held approximately every 6 weeks and will be scheduled for 60-90 minutes. The frequency and length may be adjusted over time to meet current needs. Besides the meetings, there will be additional activities that group members need to attend such as a brown bag series or diversity and inclusion symposium. We estimate that these activities will require an additional commitment of 4–10 hours per month, depending on the events of a given month, and some may occur outside of normal work hours.

**Profile**

The profile of the employee engagement group includes members who exhibit the following characteristics:

* Cross-functions within UCOP
* Represents new and seasoned employees
* Demonstrated commitment to building employee engagement and or diversity within UCOP and system-wide

**Statement of Commitment**

This statement is intended to help members understand more fully what is expected and to ensure the group accomplishes the goals/objectives it sets out to achieve. The EEDG will:

* Create an environment of trust and transparency
* Support healthy discussion in a respectful manner, with the intention of finding the best answers and making informed decisions
* Contribute to the group’s efforts to sustain and enhance UCOP’s mission, values, and commitment to serve others
* Provide advice and recommendations on methodology required to measure current and future levels of engagement throughout the organization
* Commit to decisions that are best for the organization and hold one another accountable

**I hereby nominate: (please print or type)**

**Name of Nominee**

**Work Cell Telephone Work Telephone Email Address**

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominee Consent**

**I hereby agree to be considered for the Employee Engagement & Diversity Group, to commit to a one year term, and state that the information on this form is accurate. I have read the responsibilities of the EEDG and agree to the expectations of the working group.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form, along with the application, MUST be received by October 11, 2016**

**Manager Consent**

**I support my staff in joining the Employee Engagement & Diversity Group and declare that he/she has received a satisfactory performance ranking. I have reviewed the responsibilities of the EEDG and both my staff and I understand the expectations that their job should not be impacted by assuming this responsibility.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Engagement & Diversity Group Application 2016

1. **Candidate Name: (please print or type)**

**First and Last Name**

**Work Cell Telephone Work Telephone Email Address**

1. **Current Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Why are you interested in serving as a member of the EEDG?**

**4. Please list prior experience serving on a working group either at UCOP or another organization.**

**5. What other volunteer commitments do you currently have?**

**8. Have you been a member of Staff Assembly?**

**6. Please list relevant experience and/or employment, either at UCOP or outside.**

**7. Please share any other information you feel important for consideration of your application to serve on the EEDG.**