

Implementation plan

Project Title:

Redefining Success: Inclusion First

Responsibilities of Relevant Parties

- Human Resources (HR):
 - Lead the creation of behavior-based evaluation templates
 - Manage the design and launch of the confidential reporting tool
 - Oversee related employee training sessions
 - Department Heads & Supervisors:
 - Participate in inclusive evaluation and bias-awareness training
 - Pilot the new evaluation system in their departments
 - Diversity, Equity, and Inclusion (DEI) Office:
 - Monitor effectiveness through anonymous surveys and reporting trends
 - Adjust procedures based on feedback and evolving best practices
 - Neurodivergent Employees (Focus Groups):
 - Provide feedback on tool usability and workplace accessibility needs
-

Resources and Support Needed

- Platform for confidential reporting (e.g., anonymous survey tool or third-party software)
 - Time allocation for HR and DEI training sessions
 - Budget for consulting with neurodiversity experts (if needed)
 - Survey design and analysis support from Institutional Research office
-

Timeline

- Month 1–2:

- Finalize evaluation criteria and reporting tool design
 - Form employee advisory group (including neurodivergent voices)
 - Month 3:
 - Pilot new evaluations and reporting system in select departments
 - Conduct manager and supervisor training on inclusive evaluation practices
 - Month 4–5:
 - Gather feedback from pilot participants
 - Make adjustments based on survey and focus group data
 - Month 6:
 - Full launch of the new system campus-wide
 - Begin quarterly review cycles and anonymous survey check-ins
-

Next Steps

- HR schedules meetings with DEI and department heads
- Select anonymous reporting tool and build internal landing page
- Announce upcoming pilot to staff and invite focus group participation
- Develop evaluation templates using Universal Design for Learning (UDL) principles
- Set evaluation success metrics (e.g., % increase in employee satisfaction)