

# Guidelines for Writing Contributions to Diversity, Equity, and Inclusion Statement

The contributions to Diversity, Equity, and Inclusion Statement should describe your knowledge, past experiences, and future plans to advance diversity, equity, and inclusion. The statement should be in alignment with CEDAR's mission to increasing diversity and promoting inclusion and multiculturalism among CEDAR trainees and staff at all levels.

Some candidates may not have substantial past activities. If that is the case, we recommend focusing on future plans in your statement. It is expected that senior candidates have a more developed and substantial plan.

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## **A) Knowledge about Diversity, Equity, and Inclusion:**

Describe your knowledge and any past experience or background that has made you aware of inequities and challenges faced by historically underrepresented or economically disadvantaged groups. This may be evidenced by personal experience and educational background.

## **B) Past Activities:**

For all past activities, please be specific about the context, your role, scope or level of effort, and the impact. Below are some examples of activities that qualify as contributions to diversity, equity, and inclusion. This list is not exhaustive.

- *Mentoring/Tutoring Activities:* This includes leading or participating in mentoring, advising, or tutoring programs for historically underrepresented groups, including students, postdocs, trainees, staff, or faculty.
- *Educational Outreach:* This includes sustained outreach efforts aimed at historically underrepresented groups; attendance at a conference aimed at recruiting, supporting or advancing historically underrepresented groups; participation in panels or talks as a speaker on related issues.
- *Committee Service:* If you served on a committee or board that focused on diversity, equity, and inclusion describe the committee's accomplishments and your role in helping achieve them.
- *Research Activities:* If any of your past research effort specifically contributed to diversity, equity, and inclusion, describe the work and any impact or positive outcomes it has had on the university or broader community.
- *Other Activities (i.e. recruitment/retention/teaching):* These include efforts to diversify your research or lab; other efforts to diversify your department or field; development of a course on diversity, equity, and inclusion issues.

## **C) Planned Activities:**

Describe how you plan to contribute to make CEDAR a more diverse, equitable, and inclusive place, including activities you would pursue and how they would fit into your research and CEDAR in general. Be as specific as possible, but realistic in terms of your effort and time commitment.