



Diversity Training Policy

I. SCOPE OF POLICY

1. All University employees (i.e., faculty, administrative and professional staff, and classified staff) are required to complete two diversity related trainings: One online training and one in-person training. Training will be required every two years. Please see section II for a definition of training.
2. Participation, or the lack thereof, in diversity training will be a factor in determining an employee's good standing, (i.e., the employee has training documentation that is current/not expired); this includes determination of good standing as part of the tenure and promotion process for faculty.
3. At the inception of this policy (i.e., academic year 2019-2020), all current employees will be required to participate in the online training.
4. All new employees are required to complete the online training in their first year of employment.

II. DEFINITIONS

1. Diversity Training: Diversity training is any program designed to facilitate positive interactions, reduce prejudice and discrimination, and generally provide 2 individuals with opportunities to learn about equity, inclusivity, power/privilege, and difference.
2. In-person training: This type of training is "live" with experienced facilitators. In person training may include conference workshops, on-campus trainings/workshops/lectures or off campus trainings/workshop/lectures.

3. Employee: Any regular, full-time or part-time employee compensated by the University of La Verne

III. POLICY STATEMENT

The University of La Verne is committed to its core values, principles of excellence, and respect for all people. As part of this commitment, the University values diversity and seeks to provide an inclusive working and learning environment. To honor our commitment, all University employees are required to complete two diversity related trainings in a two-year cycle. The University will provide an online training for all employees. The second training must be in-person and may be chosen by the employee. Please see section II for a list of appropriate in-person options.

IV. POLICY STANDARDS AND PROCEDURES

1. When attending an on-campus training/lecture: Employees must submit proof of the activity/training. This may include a flyer or email announcement.
2. When attending an off-campus training/lecture/conference session: Employees must submit proof of the activity/training. This may include a flyer, email announcement, or a training/conference registration including information about the specific conference session.
3. Demonstration of learning is also required for both the online training and the in-person training. Demonstration of online learning will occur through satisfactory completion of the online course (completion certificate produced by online platform). For the in-person training, demonstration of learning will occur through completion of the Learning Summary sheet (see Diversity Training Requirement Appendix: Learning Summary Sheet found at the conclusion of this policy statement).
4. Employees will be responsible for submitting all participation documents through Review Snap when applicable. If Review Snap is not a feasible option, employees are responsible for submitting participation documents to the appropriate supervisor for record-keeping.

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5. Participation, or lack thereof, in the required diversity trainings will directly impact employees standing (all faculty and staff).
6. The Office of Diversity & Inclusivity and the Office Human Resources reserve the right to approve all Diversity Training.
7. Supervisors and employees who need assistance in identifying sources for in person training should consult with Human Resources and/or the Office of Diversity & Inclusivity.

Section:	General Policies
Policy Name:	Diversity Training Requirement
Policy Number:	
Policy Owner:	Diversity & Inclusivity and Human Resources
Responsible University Office:	Human Resources
Origination Date:	3/15/19
Effective Date:	7/1/2019
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