

# ITS Operational Plan for Diversity

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## **Purpose:**

Information Technology Services (ITS) plans to use every opportunity to increase the diversity of ITS staff and student workers. This plan is in support of the college's strategic plan and the department's strategic plan.

## **Scope:**

This plan will apply whenever there is turnover in the staff, or when an additional position is made available for hiring. It also applies when signing on students to work at ITS, either as paid or work study personnel, or as unpaid interns.

## **PLAN:**

Hiring Managers within ITS will work with Human Resources to identify avenues for recruiting diverse applicants for all positions. Hiring Managers will make good faith efforts to attract diverse applicants.

Diverse applicants will be given equal consideration with all other applicants when evaluating prior experience, skills, and aptitude. Hiring Managers will exercise special care in chairing search committees to ensure that hidden prejudices do not unfairly exclude any candidates. Hiring Managers will aim to contribute to the goal of Siena's Strategic Plan to recruit and retain diverse staff, while assessing and selecting the most qualified candidate for each position.

## **Governance:**

This plan is internal to ITS, but has been reviewed by the college's Equal Opportunity and Employee Relations Specialist/Title IX Coordinator.

## **Revision History:**

| Date     | Revision # | Modification | Approved Date             |
|----------|------------|--------------|---------------------------|
| 5/1/2013 | 1          | CIO Review   | 5/1/2013                  |
| 5/8/2013 | 2          | EEO Review   | 5/8/2013 (with revisions) |