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Diversity and Inclusion: Our Commitment

In the Faculty of Arts and Sciences, we strive to build a workplace community where all may feel valued and respected, whatever their race, gender, age, sexual orientation, faith, abilities, work status (whether managerial, administrative, or union staff), or other identifying characteristics. At the FAS, we know that our work is enriched by the varied origins, experiences, and perspectives of the people who comprise our schools, so whenever possible, we work with departments to recruit, welcome, develop, and retain talented staff of diverse backgrounds.

The Faculty of Arts and Sciences strives to make diversity and inclusiveness a part of the culture. When recruiting, we want all hiring managers to keep diversity as a key objective.

Our goal is not only to recruit and retain a diverse workforce, but also to create an environment that celebrates diversity and helps all employees to appreciate difference. To that end, FAS has an array of programs and events that assist managers in building a diverse staff by understanding and appreciating difference in their fellow employees.

With the leadership and support of Dean Michael D. Smith, FAS HR has built upon a strong foundation of programs, events and tools designed to create and maintain a diverse community. We have everted in partnership with the Office of the Assistant to the President (H-OAP) for Institutional Diversity and Equity, and the Radcliffe Institute.

While we’d like to think that we are making a difference toward changing the diversity landscape, we recognize that we are just beginning. In the coming years, we want to do even more with the help and support of the entire FAS community.

Resources are a key stroke away

The FAS STAFF HIRING TOOLKIT is a comprehensive guide to assist managers as they recruit and hire new staff. A key section of the Toolkit, Recruiting for Diversity, guides managers in attracting a diverse pool of candidates for open positions. In the section, Recruiting for Diversity, there is a wealth of information. The section helps managers to understand their own biases and to evaluate the diversity of their team. It further provides information on diversity networking and on how to work with candidates with disabilities, and provides guidelines on how to develop a diverse search committee.

The Toolkit also provides resources to help hiring managers develop a robust and diverse pool of candidates with guides for posting positions where diverse candidates are most likely to look.

Diversity recruiting

The FAS HR DIVERSITY RECRUITMENT MANAGER partners with FAS hiring managers to broaden the FAS candidate pools by recommending the use of specific tools and outreach strategies such as: sourcing candidates through ASPIRE (Harvard’s job posting system); posting on job boards; making candidate referrals; and maximizing social media. In addition, this role manages the FAS CareerPlus Program, providing career coaching and competency development for strong performing FAS staff managers, especially ethnic minorities and others who may contribute to the diversity of FAS leadership.

Building opportunities for young minority talent

YEAR UP is an intensive one-year program that provides 18 to 24 year old talented urban adults with hands on training and internships at leading businesses. Year Up's mission is "to close the opportunity divide by providing young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education."

Interns undergo a rigorous six-month training program at the organization’s center in Boston. Each one is then placed in a six-month internship at an area company or organization. Year Up brings both talent and diversity to the workforce. As most of the interns are underrepresented minorities, Year Up creates a pipeline of minorities who will eventually take on permanent career roles at FAS or Harvard.

With locations sprinkled across the country, Year Up has sponsored more than 4,000 students since its founding in 2000. FAS has developed an on-going relationship with Year Up and has engaged 33 Year Up interns since the spring of 2011, and has transitioned eleven Year Up interns into employee positions.

Helping young professionals further their careers

The Harvard University ADMINISTRATIVE FELLOWSHIP PROGRAM, administered by the H-OAP, gives talented and highly motivated young professionals an “opportunity to broaden their professional experience” by working in participating departments, while also “enriching their personal and professional development.” The program attracts individuals from diverse backgrounds to Harvard and higher education careers. In 2013, FAS sponsored five participants, and has hosted 20 fellows in the past 13 years.

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The FAS Staff Hiring Toolkit is a comprehensive guide to assist managers as they recruit and hire new staff. A key section of the Toolkit, Recruiting for Diversity, guides managers in attracting a diverse pool of candidates for open positions. In the section, Recruiting for Diversity, there is a wealth of information. The section helps managers to understand their own biases and to evaluate the diversity of their team. It further provides information on diversity networking and on how to work with candidates with disabilities, and provides guidelines on how to develop a diverse search committee.

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**Esmeralda Santiago, author, screenwriter, and essayist, at a Diversity Dialogue**
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