

POLICY: Colleague Resource Group Policy

POLICY NUMBER: OED-4

Effective Date:

Responsible Officer: Senior Vice President of Student Life and Administrative Services

I. PURPOSE

This policy provides a process for recognition and support of groups of ten or more employees who work together to promote the mission of the University and raise awareness and understanding of issues affecting and important to traditionally underrepresented groups and their allies.

II. POLICY

The University recognizes as a Colleague Resource Group (CRG) those groups who successfully complete the Colleague Resource Group recognition process.

III. APPLICABILITY

This policy applies to all active employees.

Colleague Resource Group status is not available to commercial, political, religious, or social groups.

IV. IMPLEMENTATION

The responsibility for implementing the Colleague Resource Group Policy will rest with the Office of Equality & Diversity in consultation with the Intercultural Engagement & Diversity Council.

V. ADMINISTRATIVE OVERSIGHT

The Senior Vice President of Student Life and Administrative Services is the Drexel University official responsible for the administration of this policy.

VI. RESPONSIBILITIES OF COLLEAGUE RESOURCE GROUPS

- Identify a mission with a business purpose that supports the University's Strategic Plan and Mission.
- Operate under written bylaws with an elected leadership structure.
- Establish annual objectives for promoting awareness and understanding of issues affecting and important to the group and its allies.
- Ensure that all members of the Colleague Resource Group are active Drexel employees.
- Identify an Executive Sponsor at the Dean or Vice President level or higher who will serve as a champion, mentor, and advocate within senior management and give advice on group initiatives and objectives.
- Submit funding requests to the Office of Equality & Diversity using the Colleague Resource Group funding request form.
- The officers of each Colleague Resource Group will be part of a subcommittee of the University's Intercultural Forum ("I-Forum") called the Colleague Resource Group Network that will work collaboratively with students from traditionally underrepresented populations on one annual initiative.
- Submit an annual report to the Office of Equality & Diversity to be shared with the Intercultural Engagement & Diversity Council and presented by the leadership of the CRG at the spring meeting of the I-Forum.
 - The annual report must contain the following:
 - Membership list
 - Recruitment efforts
 - Accomplishments
 - Efforts to engage traditionally underrepresented minority students in the Colleagues Resource Group Network
 - Future goals

VII. PROCEDURES

- Registration.

Groups requesting recognition as a Colleague Resource Group must complete a Colleague Resource Group Registration form and submit it to the Office of Equality and Diversity.

- Funding.

Funding requests must be submitted to the Office of Equality & Diversity using the Colleague Resource Group Funding Request form.

Inquiries regarding this policy can be directed to the Office of Equality & Diversity.