University of Arkansas

Employee Resource Groups Standard Operating Principles

**MISSION**

The University of Arkansas strives to foster a diverse, respectful environment where faculty may thrive and excel in the academic enterprise of teaching, research, and service. The Office for Faculty Affairs serves the University of Arkansas in facilitating the success of our diverse faculty by supporting pro-active recruitment, hiring, recognition, retention, and professional and leadership development of all faculty in partnership with colleges, schools, departments, and other administrative units.

VALUES

* Belonging and Inclusivity
* Collaboration and Partnerships
* Diversity, Equity, and Respect
* Professional Growth/Development
* Recognition of Achievements

**PURPOSE**

University of Arkansas Employee Resource Groups (ERGs) are voluntary, employee-led groups that foster a diverse, inclusive workplace aligned with the organization's values and objectives. These groups provide support, enhance career development, and contribute to personal development in the

**PRINCIPLES**

* Establish a clear mission and objectives that align with the University of Arkansas’s Mission
* Focus on fostering a sense of belonging and community within the organization.
* Promote professional development, networking, and mentorship opportunities for members.

**LEADERSHIP AND GOVERANCE**

University of Arkansas Employee Resource Groups (ERGs) should have a structured leadership team responsible for guiding the group’s activities and initiatives.

**PRINCIPLES**

* Elect or appoint a diverse leadership team that reflects the group's membership.
* Define roles and responsibilities clearly, including a chair, co-chair, secretary, and treasurer.
* Develop a leadership succession plan to ensure continuity.

**MEMBERSHIP AND PARTICIPATION**

DEFINITION

University of Arkansas Employee Resource Groups (ERGs) are open to all employees who support the group’s mission and goals.

PRINCIPLES

* Encourage inclusive membership across all levels of the organization.
* Promote active participation through regular meetings, events, and initiatives.
* Maintain an up-to-date membership roster and communicate regularly with members.

**MEETINGS AND EVENTS**

DEFINITION

Regular meetings and events are essential for maintaining engagement and achieving the ERG’s goals.

PRINCIPLES

* Schedule regular meetings (e.g., monthly or quarterly) with a clear agenda and objectives.
* Organize events that align with the ERG’s mission, such as networking sessions, workshops, and cultural celebrations.
* Ensure meetings and events are accessible to all members, including virtual participation options when necessary.

**COMMUNICATION AND OUTREACH**

DEFINITION

Effective communication is crucial for the success and visibility of ERGs.

PRINCIPLES

* Develop a communication plan that includes regular updates through newsletters, emails, and internal platforms.
* Promote ERG activities and achievements through the organization’s communication channels.
* Collaborate with other ERGs and DEI initiatives to amplify impact.

**BUDGET AND RESOURCES**

DEFINITION

University of Arkansas Employee Resource Groups (ERGs) require financial and organizational support to operate effectively.

PRINCIPLES

* Request an annual budget from the organization to support ERG activities.
* Utilize allocated resources responsibly and transparently.
* Seek additional funding opportunities, such as sponsorships or partnerships, when necessary.

**ACCOUNTABILITY AND REPORTING**

DEFINITION

University of Arkansas Employee Resource Groups (ERGs) should be accountable for their activities and regularly report their progress and impact.

PRINCIPLES

* Set measurable goals and objectives aligned with the ERG’s mission.
* Track and report on activities, participation, and outcomes to the organization’s DEI office or relevant department.
* Conduct annual reviews to assess progress, celebrate successes, and identify areas for improvement.

**TRAINING AND DEVELOPMENT**

DEFINITION

Continuous learning and development are vital for the growth and effectiveness of ERGs.

PRINCIPLES

* Provide leadership training and development opportunities for ERG leaders.
* Offer educational programs and resources to members on relevant topics, such as cultural competency, allyship, and leadership skills.
* Encourage members to participate in professional development opportunities both within and outside the organization.

**INCLUSIVITY AND RESPECT**

DEFINITION

University of Arkansas Employee Resource Groups (ERGs) should promote an environment of inclusivity and respect for all members.

PRINCIPLES

* Foster a safe and welcoming space where all members feel valued and respected.
* Encourage open dialogue and respect diverse perspectives and experiences.
* Address any issues of discrimination, bias, or exclusion promptly and effectively.

**COLLABORATION AND PARTNERSHIPS**

DEFINITION

Building relationships with other ERGs and external organizations can enhance the impact of ERG initiatives.

PRINCIPLES

* Collaborate with other ERGs within the organization to share resources and best practices.
* Establish partnerships with external organizations, community groups, and industry associations.
* Participate in broader DEI initiatives and contribute to the organization’s overall DEI strategy.

By adhering to these Standard Operating Principles, University of Arkansas Employee Resource Groups (ERGs) Ecan effectively contribute to creating a more inclusive and supportive workplace environment.