

## PURPOSE & MISSION STATEMENT TEMPLATE

Department/Unit: School of Ed Office of Diversity and Inclusion

**Purpose/Mission Statement** – The Purpose/Mission Statement clearly describes the unit within the context of the university and links it to the university's mission.

The School of Education (SOE) Office of Diversity and Inclusion (ODI) is responsible for promoting belonging, fostering inclusion for all SOE community members, the hiring and retention of diverse faculty, staff, and students, and promoting pedagogy and research that is culturally sustaining. The primary purpose of the SOE ODI is to use the William & Mary Inclusive Excellence Framework to guide programming and strategic planning within the SOE to address issues of diversity, inclusion, belonging, and civic engagement. The SOE ODI mission currently focuses on Organization Justice, providing resources, programming, tools, and guidance for faculty, students, staff, programs, departments, and administrative offices to promote procedural, distributive, and relational justice across the entire SOE community. The purpose and mission of the SOE ODI relate to that of the university by inclusive community, global citizenship, belonging, integrity, respect, and service.

**Core Functions** – Enter your unit's core functions. What are your main responsibilities for the university? What are the key programs and services for which your office is responsible? What is your reason for being? Core functions can typically be represented in 3-5 succinct statements.

The SOE ODI has three core functions: Inclusive Excellence strategic planning, community/civic engagement, and helping address incidents that involve cultural ruptures and issues of diversity, inclusion, and belonging. Inclusive Excellence strategic planning includes data-informed goal setting to increase Inclusive Excellence across the SOE, provision of resources and programming (e.g., trainings, speakers, mini-grants, book reads) to help meet annual Inclusive Excellence goals, support other units in developing their own Inclusive Excellence goals, and evaluating progress made towards established goals. Community and civic engagements includes a school-wide civic engagement project (e.g., food drive, clothes drive) each semester. The SOE community are also encouraged to seek support from the SOE ODI when experiencing threats to their feelings of safety, belonging, and/or inclusion. The SOE ODI works with reporting individuals to mediate, address, and problem solve incidents.