

# Inclusivity, Diversity, & Equity Handbook

NAU Department of Astronomy and Planetary Science

## Diversity and Inclusivity Statement

The Department of Astronomy and Planetary Science (DAPS) strives to build a diverse and inclusive community at Northern Arizona University. We value collaborations between individuals of diverse backgrounds, identities, appearances, and beliefs, such as, but not limited to, races, ethnicities, genders, sexual orientations, ages, faiths, abilities, socio-economic statuses, family histories, education levels, documentation statuses, body shapes, veteran statuses, and intersections therein. The field of astronomy and planetary science must continue to make progress on issues of diversity, equity, and inclusion in order to establish a more just community. Faculty, students, researchers, and staff within DAPS strive to be strong advocates for education and action on diversity related topics. Through these efforts, the DAPS community aspires to be a leader in creating a more inclusive environment for all scientists in our field and we invite both members of our community and external to DAPS to hold the department accountable to these ideals.

## DAPS Actions towards Diversity and Inclusivity

To help ensure a more diverse and inclusive environment within DAPS, the department (and/or its members) have already taken the following actions:

- Developed (or developing) strong rubrics for departmental undergraduate scholarships and graduate admissions to help remove biases.
- Built a Research Experiences for Undergraduates (REU) program with verifiably diverse participants, helped in part by a collaboration with the California-Arizona Minority Partnership in Astronomy Research and Education ([CAMPARE](#)) program and forthcoming partnerships with several [Hispanic-Serving Institutions](#).
- Removed GRE requirements for applicants to our graduate program.
- Developing a system to waive application fees for certain students applying to our graduate program.
- Partnered with NAU's [LSAMP](#) program to provide research experiences to under-represented groups.
- Partnered with Lowell Observatory's [Navajo-Hopi Astronomy Outreach Program](#) to bring educational experiences to Navajo and Hopi students.
- Through [NAU's NASA Space Grant program](#), partnered with the American Indian Mobile Education Resource (AIMER) classroom and the American Indian Science and Engineering Society (AISES) club to bring opportunities and experiences to Native Americans.
- Actively propose for federal funding to engage in educational and research experiences with/for under-represented groups.

# Departmental Resources

## Diversity and Inclusivity Committee

The Diversity and Inclusivity Committee works to make meaningful, positive changes within DAPS on issues related to diversity, inclusivity, and equity. Representation includes members from graduate students, departmental staff, and faculty.

## Women's Tea & Coffee Hour

A social hour for all women in the department and in our local astronomy and planetary science community to talk about various issues important to women in STEM, astronomy, DAPS, and Flagstaff.

## Society of Women in Space Exploration

The department supports a branch of the Society of Women in Space Exploration ([SWISE](#)). This undergraduate-led branch (along with a faculty advisor) advocates for women, diversity, and inclusivity in space exploration.

# Existing NAU Resources

## NAU Chief Diversity Officer

While this position is currently unfilled, the Chief Diversity Officer will oversee implementation of, and updates to, NAU's [Diversity Strategic Plan](#). Various NAU [Diversity Commissions](#) will fall under the purview of the Chief Diversity Officer, and these commissions welcome both faculty and student participation. Finally, a forthcoming Diversity Fellows Program has been organized with collaboration from President Cheng. (Details provided by Prof. Gabe Montañó, an NAU Diversity Fellow.)

## Louis Stokes Alliance for Minority Participation

The NSF Louis Stokes Alliances for Minority Participation ([LSAMP](#)) program is an alliance-based program. The LSAMP program assists institutions of higher education with diversifying the nation's STEM workforce by increasing the number of STEM baccalaureate and graduate degrees awarded to historically underrepresented groups.

Northern Arizona University hosts its own LSAMP [site](#). This program offers a number of services to NAU students, including mentoring and academic support. Research opportunities, including stipends and funds for supplies, are also available to NAU LSAMP students.

## NAU Office of Inclusion

The [Office of Inclusion](#) supports cultural, gender, and sexual diversity at NAU. In addition to training series (described below), the Office of Inclusion develops key clubs and organizations, provides resources to Dreamers and LGBTQIA+ students, and runs campus-wide events.

## NAU Zone Training Series

The NAU [Office of Inclusion](#): Multicultural and LGBTQIA Student Services ([IMQ](#)) Team educates the NAU community on issues relevant to the students it serves through our Zone Training Series. Individuals can enroll in training via LOUIE. The Zone Training Series includes:

- **Inclusion Zone 101 & 102:** A foundational training intended for NAU students, faculty, and staff that functions to facilitate understanding of frequently used concepts such as diversity, equity, and social justice through the lens of inclusion. Throughout the training, participants will be asked to reflect on their own identities and challenge their daily practices to begin a journey of critical consciousness.
- **DREAM Zone 101:** An interactive workshop that serves to introduce NAU students, faculty, and staff to issues and challenges facing the undocumented community through contexts of terminology, history, policies and procedures. The workshop focuses on how we can express solidarity and support undocumented members of our NAU Community.
- **Safe Zone 101 & 102:** An interactive training designed to provide a foundational approach to LGBTQIA+ allyship. Participants will also learn to become well-informed and active allies to the LGBTQIA+ community.
- **TRANSparency Zone 101 & 102:** An introductory training program aimed to enhance awareness of the transgender community, engage with topics impacting the community, and create steps toward a more inclusive climate.
- **Unconscious Bias:** A targeted, interactive, facilitator-led training program designed to help participants identify and begin to override their biases and rewire their brains to be more inclusive and productive.

## First Scholars program

[First Scholars](#) is a national program of the [Center for First-Generation Student Success](#), an initiative of [NASPA](#) and The Suder Foundation. The First Scholars program helps participating institutions by providing services, evidence-based knowledge, networks, and guidance, to increase retention and graduation rates of First-generation students.

The First Scholars program at NAU supports and engages First-generation incoming freshmen through their senior year. The program makes a four-year commitment to these students with a modest financial scholarship, mentoring, academic success workshops, community building social activities, and more. For more information on the First Scholars program hosted at NAU, visit the [website](#), or contact the First-generation program at the Student Affairs Office ([firstgen@nau.edu](mailto:firstgen@nau.edu)).

## Mental Health Resources/Programs

NAU's [Counseling Services](#) has several staff members who specialize in students of color concerns, power & privilege issues, LGBTQ+ concerns, identity development, and social justice issues. A [list of resources](#) for students of color is posted on the front page of the website.

# Appendix A: NAU Policy for Reporting Discrimination and Harassment

The Equity and Access Office is the university's neutral unit charged with investigating complaints under the [Safe Working and Learning Environment Policy \(SWALE\)](#) which prohibits discrimination and harassment that is based upon a legally or policy protected status (such as race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity and expression, and genetic information, or other basis protected by law or NAU policy). The policy also prohibits retaliation for engaging in protected activity (such as filing a complaint and participating in an investigation). The SWALE policy applies to students, staff, faculty, administrators, contractors, visitors, residents, and guests in accordance with federal and state statutory and decisional law. The Equity and Access Office is available to all members of the university community to discuss concerns related to a safe learning and working environment, to explore complaint options, and for assistance locating other university offices or resources that may be of assistance for a particular problem or issue. Individuals wishing to file a formal or informal complaint with the Equity and Access Office may do so in the following ways:

1. Contact the Equity and Access Office (EAO). The EAO is open during the hours of 8:00 am to 5:00 pm, Monday through Friday. The office is located in Old Main, Building 10, Room 113, on the university's north campus. The mailing address is PO Box 4083, Flagstaff, AZ 86011-4083. Appointments are encouraged because the staff is often attending meetings and trainings on campus. Individuals may contact the office by phone at 928-523-3312 or by email at [equityandaccess@nau.edu](mailto:equityandaccess@nau.edu).

Submit an equity and access complaint online at via this [link](#) or a discrimination and harassment complaint via this [link](#).