The Office of Equity & Justice at the University of Washington works to create more equitable systems in graduate education. We collaborate with faculty, staff, students, and administrators across the Bothell, Tacoma and Seattle campuses of the University of Washington to transform individual and institutional barriers of exclusion. As a part of this mission, our office is developing an Equity Audit Tool (EAT) for departments and programs to empirically and systematically assess the support systems in place for underrepresented minoritized (URM) students throughout their graduate school career. Through robust analyses and implementation of the best-practices of DEIJ theories, practices, and data, as well as engagement in difficult dialogues steeped in differential dynamics of power and privilege, the Office of Equity & Justice aims to equip students, staff and faculty to live and promote equity and justice.

### What is the Equity Audit Tool?

The EAT is designed to assist units/departments in pinpointing strengths as well as areas for growth in efforts to create a just, diverse, and inclusive environment for students at every stage of their graduate career, from pre-recruitment to post-graduation. The tool provides both assessment of and resources to improve each stage of the graduate student life cycle. The EAT is used to review and assess a program, department, or unit’s equity and inclusion efforts and strategies in graduate education as well as existing policies, practices, and written materials. The EAT includes questions about recruitment, retention, and support for URM students, as well as sections on curricula, faculty demographics, and program culture.

After completing each stage of the audit, participants receive:

1. A score ranging from phase one (beginning) to phase two (evolving), phase three (innovating), and phase four (transforming), and
2. Resources and support that are targeted at the necessary areas of growth for each stage. The EAT will help administrators, faculty, and staff reflect and make structural change through both qualitative and quantitative assessment, and cutting-edge DEIJ research and resources for change. We initially adapted the EAT from a DEIJ Rubric developed by Human Resources at the University of Washington that focuses on staff diversity and inclusion.
**Who should use the Equity Audit Tool?**

This tool is intended for administrators, faculty and staff invested in developing and fostering greater equity in the recruitment, retention, and graduation of URM graduate students. The Equity Audit Tool (EAT) can be used by faculty, staff, or anyone in your department or unit who has the decision-making power to influence and/or enact change.

We encourage each unit undertaking the EAT to designate a team of approximately three people (to avoid singular viewpoints). The team should be comprised of a mixed group of faculty and staff who are familiar with practices, policies, and procedures related to graduate student education at UW (both inside and outside their unit), and best practices, policies, and procedures having to do with diversity, equity, inclusion, belonging, and justice.

We suggest that the team be comprised of:
1. the Department Chair or equivalent;
2. the staff Graduate Program Administrator (or equivalent); and
3. the faculty Graduate Program Coordinator/Director of Graduate Studies (or equivalent).

We also recommend that teams confer with graduate students throughout the process, and perhaps even include a graduate student as a part of their team.

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**How should you use the Equity Audit Tool?**

The tool is a Qualtrics survey, with results and internal and external resources displayed for each stage of the graduate student life cycle. We suggest that teams engage with the tool using the following procedure:

1. **RECOMMENDED PRE-EAT:** Administer a departmental climate survey focused on equity and inclusion of graduate students.
2. **PRE-EAT:** Meet as a team to:
   - discuss the results of the climate survey
   - standardize understandings of key terms, DEI principles, and positionality when filling out the EAT (i.e. who “department leadership” refers to in questions)
   - divide up the data-gathering tasks for the survey (you might want to have one team member in charge of collecting data)
   - create a schedule to complete audit, including team meetings after each section completion deadline
3. **EAT:** Individually complete the appropriate section of the Equity Audit Tool.
4. **EAT:** Analyze results at six team meeting (i.e., one per stage) to reflect on similarities and differences between results. Discuss and plan how to implement resources provided.
5. **POST-EAT:** Once the entire EAT is complete, generate a list of priorities for change.
6. **POST-EAT:** Work with leadership in your department to develop and implement next steps.
7. **POST-EAT:** Share your results — we suggest that you share your completed equity audit with faculty, staff, and graduate students in your unit. You might want to consider hosting a department/unit-wide listening session or town hall to process the results. Your Equity Audit Tool should be a step — but not the only step — on your journey towards equitable changemaking. Revisit this EAT annually or every other year to evaluate your progress and reassess the effectiveness of your equity-focused programming and strategies.

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The EAT team includes OEJ associate dean Rolina L. Joseph, research assistant Maxine Wright, equity specialists Cheyenne Evans and Patrycja Humenik, and data analysts Emily Beylerian, Kari Brothers, and LizAnne Ngo.