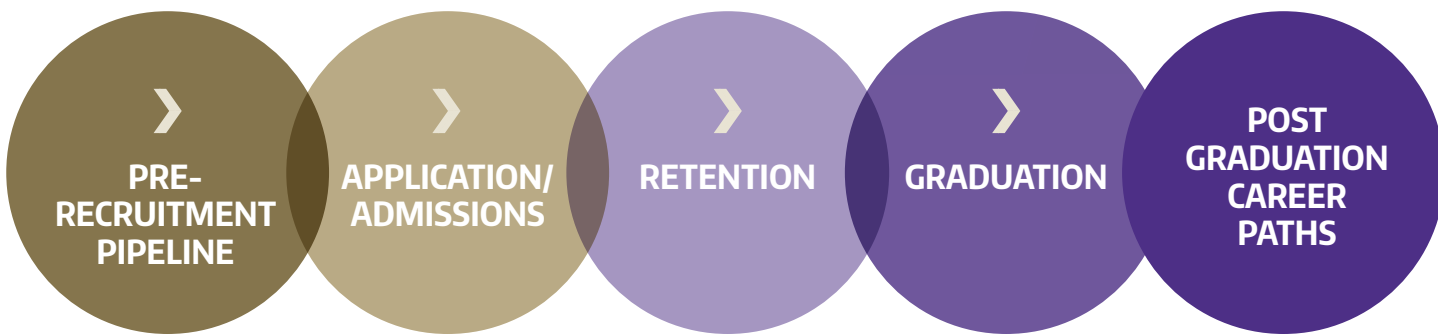




# THE GRADUATE EQUITY PROGRESS TOOL

AN OVERVIEW & FREQUENTLY ASKED QUESTIONS



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 UW to transform individual and institutional barriers of exclusion. As a part of this mission, our office is developing an Equity Progress Tool for departments and programs to empirically and systematically assess the support systems in place for graduate students impacted by racism, sexism, homophobia, ableism, Islamophobia, antisemitism and other forms of discrimination. Through robust analyses and implementation of the best-practices of DEI theories, practices, and data, as well as engagement in difficult dialogues steeped in differential dynamics of power and privilege, the OEJ aims to equip students, staff and faculty to live and promote equity and justice.

## What is the Equity Progress Tool?

The Equity Progress (EP) Tool 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 EP Tool 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 EP Tool 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 assessment, participants receive:

1. A score for each stage of the graduate student lifecycle, sorted into following phases based on their commitment to DEI principles and practices: phase 1 (beginning) to phase 2 (evolving), phase 3 (transforming), and phase 4 (innovating).
2. Resources and support that are targeted at the necessary areas of growth for each stage. The EP Tool will help administrators, faculty, and staff reflect and make structural change through both qualitative and quantitative assessment, and cutting-edge DEI research and resources for change. We initially adapted the EP Tool from a DEI Rubric developed by Human Resources at the University of Washington that focuses on staff diversity and inclusion.

## Who should use the Equity Progress Tool?

This tool is intended for administrators, faculty and staff invested in developing and fostering greater equity in the recruitment, retention, and graduation of graduate students impacted by racism, sexism, homophobia, ableism, Islamophobia, antisemitism and other forms of discrimination. The Equity Progress (EP) Tool 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 EP Tool 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.

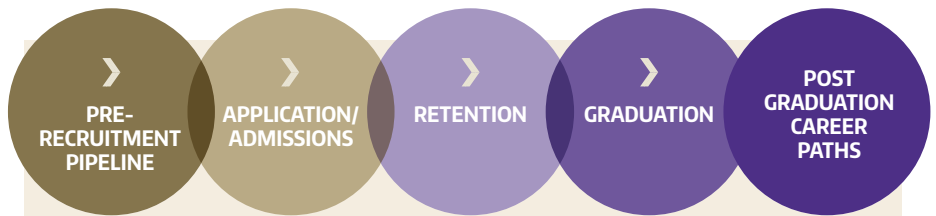
## THE GRADUATE SCHOOL

UNIVERSITY of WASHINGTON

G-1 Communications Building  
Box 353770

Seattle, Washington, 98195-3770

206.543.5900 | [grad.uw.edu](http://grad.uw.edu)



## How should the Equity Progress Tool be used?

The Graduate Equity Progress (EP) 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. PRE-EP TOOL: Meet as a team to:

- > standardize understandings of key terms, DEIJ principles, and positionality when filling out the EP Tool (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 assessment, including team meetings after each section completion deadline

**2. EP TOOL: Individually complete** the appropriate section of the Equity Advancement Tool.

**3. EP TOOL: Analyze results** at team meetings to reflect on similarities and differences between results. Discuss and plan how to implement resources provided.

**4. POST-EP TOOL:** Once the entire EP Tool is complete, **generate a list of priorities for change.**

**5. POST-EP TOOL: Work with leadership** in your department to develop and implement next steps.

**6. POST-EP TOOL: Share your results** — we suggest that you share your completed equity assessment 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 Advancement Tool should be a step — but not the only step — on your journey towards equitable changemaking. Revisit this EP Tool annually or every other year to evaluate your progress and reassess the effectiveness of your equity-focused programming and strategies.

## QUESTIONS?

- > Please contact [gradej@uw.edu](mailto:gradej@uw.edu)

*The EP Tool team includes OEJ associate dean Ralina L. Joseph, research assistant Maxine Wright, equity specialist Cheyenne Evans, and data analysts Emily Beylerian, Kari Brothers, and LizAnne Ngo.*