This duty/responsibility should be included in all position descriptions in SAEM.

<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>Statement of duty/responsibility: Commitment to Service, Teamwork, Diversity, Equity, and Inclusion</th>
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</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td>Continuous</td>
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<td>For ADA compliance, see instructions. Responsible is:</td>
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<td>(Please check one) x  Essential  Secondary</td>
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</tbody>
</table>

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)
- Based on our shared SAEM values:
  - Express genuine gratitude and appreciation for our colleagues’ daily efforts.
  - Communicate honestly, respectfully, and directly while welcoming feedback and dialogue.
  - Invite broad perspectives and experiences for inclusive decision making and planning; pausing efficiency and embracing dialogue.
  - Consciously welcome and respect visitors and all members of our NDSU community.
  - Promote a community of belonging, recognizing unique differences as strengths of the community.
  - Work towards understanding of others and self.
  - Actively contribute to inclusive and equitable practices that influence individual and systemic change.
  - Identify opportunities to eliminate barriers resulting from individual and systemic inequities and biases.

Ideas for ways to evaluate Duty/Responsibility Above:

The following list of actions/examples are meant to be used collaboratively with employees and supervisors in setting goals for operationalizing the Duty/Responsibility above, “commitment to service, teamwork, diversity, equity and inclusion.” This is not meant to be a rubric, but rather a list to generate ideas for discussion between employees and supervisors. The specific goals will look different for each employee depending on their other job responsibilities; however, we believe the examples below can provide a starting point. As with other duties and responsibilities, both employees and supervisors share responsibility in setting clear expectations and providing resources necessary to achieve the goals set.

Express genuine gratitude and appreciation for our colleagues’ daily efforts.
- Engage your colleagues with general courtesy (saying please/thank you/good morning, etc.).
- Celebrate others for their individuality and accomplishments (i.e. nominate for awards, acknowledge efforts of personal traits).
- Celebrate teams or groups for their accomplishments (i.e. attend events and activities that celebrate groups, acknowledge groups for working through stressors, going above and beyond to serve, etc.)
- Build or participate in an environment than honors celebrations

Communicate honestly, respectfully, and directly while welcoming feedback and dialogue.
- Actively listen to others’ experiences.
- Remain open to feedback, taking ownership for mistakes in order to move forward.
- Assume the best intentions in others.
- Address and report incidents of bias, discrimination, harassment, or retaliation.

Invite broad perspectives and experiences for inclusive decision making and planning; pausing efficiency and embracing dialogue.
- Purposefully seek out all stakeholders to understand the impact of decisions.
- Take time to actively listen prior to decision making.
- Strive to include diverse people and perspectives on committees and in decision making groups.
Consciously welcome and respect visitors and all members of our NDSU community.
- Provide excellent customer service that is individualized and sincere.
- Organize and facilitate trainings on individualized and sincere customer service.

**Promote a community of belonging, recognizing unique differences as strengths of the community.**
- Actively seek out and include a variety of people for activities, both campus-wide and on the small group/personal level while demonstrating openness to new practices and ideas.

**Work towards understanding of others and self.**
- Participate in professional development offered on campus, in the community or through professional organizations related to service, teamwork, diversity, equity or inclusion.
- Organize and/or facilitate professional development on service, teamwork, diversity, equity and inclusion for staff.
- Develop professional relationships with colleagues to better understand the needs/concerns of others.

**Actively contribute to inclusive and equitable practices that influence individual and systemic change.**
- Coordinate training opportunities around inclusive and equitable practices in your team.
- Actively participate in training around inclusive and equitable practices.
- Ask questions to determine if current practices are equitable and inclusive.

**Identify opportunities to eliminate barriers resulting from individual and systemic inequities and biases.**
- Review policies and procedures and examine for barriers.
- Review written material for inclusive and accessible language that avoids jargon.
- Be open to questions/challenges to current practices.