

**UCM/BSD Resource Groups
Frequently Asked Questions
October 20, 2016**

What are Resource Groups?

Commonly known as employee resource groups or affinity groups, these groups will foster diversity, inclusion and peer support by connecting like-minded people. They will improve the institution by helping to create a safe, welcoming environment where an individual's race, ethnicity, gender, levels of ability, religious beliefs, sexual orientation/gender identity and other important personal attributes are fostered as organizational assets.

Who can be a member of a Resource Group?

Each recognized Resource Group (RG) must be open to all members of the University of Chicago Medicine (UCM), Biological Sciences Division (BSD) and the Pritzker School of Medicine, including faculty, employees, residents and students who'd like to volunteer their time on these groups.

This is regardless of all attributes that make each person unique, and cannot exclude any member of UCM/BSD from its activities. Specifically, RGs may not limit participation to any particular race, gender, sexual orientation/gender identity, age, veteran status, ethnicity or other protected classification.

Why did we decide to establish a framework and process to support the formation of these groups?

In an increasingly diverse, multi-cultural environment, we hope to harness the strengths and interests of our faculty, staff, students and residents to make our institution as innovative and competitive as possible. Therefore, UCM and BSD human resources, and the Diversity and Inclusion Steering Committee, decided to launch these Resource Groups because they will:

- hold candid discussions and programs that could lead to initiatives and recommendations on matters dealing with race, ethnicity, religion, gender, sexual orientation/gender identity and more;
- provide forums for better connections and support among colleagues, as well as more recognition of achievements; and
- act as key collaborators in helping us to meet our goals to provide quality, equitable care, conduct more distinctive research that respects cultural sensitivities, and offer training that reflects our ever-changing world.

How can I form a Resource Group?

There is an application process for the creation of resource groups. Visit <http://bsddiversity.uchicago.edu/page/erg> or <http://home.uchospitals.edu/resource-groups> to read the by-laws that will apply to the groups and access the electronic application. Any member of the UCM/BSD community can submit an application to resource.group@uchospitals.edu for review.

Is there an approval process for Resource Group applications?

Yes. All applications for Resource Groups must be approved by the Diversity and Inclusion Steering Committee in order to be formally recognized. Once approved, the group will be registered as an official Resource Group. Official approval and recognition of the group is required before recruiting additional members or holding regular group meetings.

Will any applications be rejected? Why?

It is possible that an application for a proposed Resource Group will be rejected if, for example, as part of its application, it doesn't satisfactorily explain how it will advance the mission and strategic objectives of UCM and BSD. If an application is rejected, a rationale for that rejection and guidance on ways to improve the application will be provided.

How are Resource Groups structured?

Each Resource Group will have a leadership team that consists of a Chair, Vice-Chair and secretary, at a minimum. Elections shall occur annually during May/June of each calendar year. New officers will assume their positions the following July 1st.

Are there rules governing Resource Groups?

All approved Resource Groups will be governed by the Resource Group By-Laws, as approved by the Diversity and Inclusion Steering Committee.

What will a Resource Group be required to do once it is established?

Each group will develop an annual business plan that articulates the goals, objectives, proposed budget and desired outcomes and tactics for meeting these goals.

Groups will also submit a monthly, one-page activity and planning update to its Executive Champion. The Executive Champion is a vice president, faculty member, or departmental administrator who supports the Resource Group through mentorship and advocacy.

Also, the groups will submit three, quarterly updates to the HR Diversity Committee. At the end of each fiscal year, the groups will be required to present an annual report of its accomplishments in the prior year to the Diversity and Inclusion Steering Committee.

Will these groups receive funding?

At the discretion of UCM and with the approval of the Diversity and Inclusion Steering Committee, Resource Groups may be approved for limited funding. Funding will be provided based on the justification of the business impact.

Are members of the UCM/BSD community required to participate in a Resource Group?

No. Participation in the Resource Groups is strictly voluntary.

May employees participate in these groups during their work hours?

No. Although we encourage participation by employees in Resource Groups, such participation will be on the employee's own time (i.e., before or after work hours) and should in no way interfere with normal work duties.

Is there a limit to the number of members per group?

No, there is no limit on the number of members in a Resource Group as long as the members are within the UCM, BSD, and Pritzker School of Medicine communities.

Must each group work towards a set of recommendations to improve life at UCM, or can they be strictly social?

Each approved Resource Group must work towards established goals that advance the mission and strategic imperatives of UCM, BSD and the Diversity and Inclusion Steering Committee. This may include social activities.

Can an individual be a part of more than one group?

Yes, individuals within the UCM, BSD and Pritzker communities can voluntarily participate in more than one Resource Group.