

IAFP DEI Council Selection Application Review Subgroup

DEI Council Member Applicant Selection Guidance / Rubric

Prior to the DEI Council Selection Process:

1. Determine the number of open Council member positions and consider current makeup (e.g., employment type, gender, LGBTQIA+, race/ethnicity, country, etc.) of the DEI Council to ensure there is appropriate representation on the Council.
 - a. Employment type – Council members should be comprised of:
 - i. 1/3 Academia (non-student) – maximum 7 spots
 - ii. 1/3 Government – maximum 7 spots
 - iii. 1/3 Industry – maximum 7 spots
 - iv. Minority Serving Institution – 2 spots reserved
 - v. Graduate or Undergraduate Student – 2 spots reserved
 - b. Identities - Council members should be comprised of a variety of identities. Consider (in no particular order):
 - i. Age
 - ii. Gender
 - iii. Sexual Orientation
 - iv. Race / Ethnicity / Nationality
 - v. Country (Live in; Origin)
 - vi. Disabilities

Requirements to be a DEI Council Membership:

1. Be an active IAFP member
 - a. IAFP membership is current (e.g., not expired) – IAFP Staff to verify before providing the **concealed** list of applicants for consideration to the Selection Application Review Subgroup.
 - b. Have attended IAFP Annual Meeting(s), IAFP Conference(s), IAFP International Meeting(s) and/or IAFP Affiliate within the past 5 years. IAFP Staff will verify involvement.
2. Be able to commit the amount of time to be an active member of the Council (e.g., 10 to 15 hours per quarter) and be available to serve 2 years on the Council.
3. Have a strong interest in diversity, equity, and inclusion either demonstrated through past DEI activities and/or as stated in the objective statement (why he/she/they want to be on the Council?)

Below is the Rubric that will be used to Select DEI Council Members:

Use the ranking 1 (low) to 5 (high) for each element in the application based on the above guidance. Also, use the scoring criteria below where the score is weighted (e.g., more weight is on Element #3 the Objective Statement). IAFP Staff will calculate the weighted score.

Element	Question on Application Form	Question Description	Weight
1	# 3 and 5	Active IAFP member and IAFP involvement	20%
2	#1 and #6	Time commitment to the DEI Council and past DEI activities	20%
3	# 4	Objective Statement	60%

Examples:

Applicant A

Element	% of score	Score (1-5) for each element	Weighted score for each element (score x % of score)
1	20%	5	$5 \times 0.20 = 1$
2	20%	5	$5 \times 0.20 = 1$
3	60%	5	$5 \times 0.60 = 3$
Total Aggregate Score for an Applicant A			5

Applicant B

Element	% of score	Score (1-5) for each element	Weighted score for each element (score X % of score)
1	20%	2	$2 \times 0.20 = 0.4$
2	20%	3	$3 \times 0.20 = 0.6$
3	60%	4	$4 \times 0.60 = 2.4$
Total Aggregate Score for an Applicant B			3.4

Applicant C

Element	% of score	Score (1-5) for each element	Weighted score for each element (score X % of score)
1	20%	1	$1 \times 0.2 = 0.2$
2	20%	1	$1 \times 0.2 = 0.2$
3	60%	1	$1 \times 0.6 = 0.6$
Total Aggregate Score for an Applicant C			1