

DREXEL UNIVERSITY

COLLEAGUE RESOURCE GROUP (CRG) PROGRAM GUIDELINES

PURPOSE

Colleague Resource Groups (CRGs) are voluntary, employee-initiated groups of Drexel University's faculty and professional staff who share common interests, issues, backgrounds, characteristics, or pursuits. CRGs enhance feelings of connectedness and provide opportunities for employees to seek and offer support to one another. These groups provide opportunities for the diverse population of Drexel University's faculty and professional staff to gather socially and share ideas and similar interests outside of their individual departments.

Recognizing the vital role that employee engagement plays in fostering belonging, Drexel University promotes and supports the development of employee affinity groups known as Colleague Resource Groups.

ESTABLISHING A COLLEAGUE RESOURCE GROUP (CRG)

Each CRG is established by a facilitator* and a co-facilitator who oversees the formation of the CRG. To become a recognized CRG, the facilitator(s) must first meet with Roxzine Scott, who administers the program for Drexel Human Resources (HR), to discuss their plans/ideas for the CRG.

**The facilitator and co-facilitator are the individuals who 1) have the initial intent to create a colleague resource group and 2) will provide leadership and guidance as the colleague resource group moves through the formation processes and a structure or leadership for the group is established.*

Below are steps required to establish a new CRG:

- 1) **Complete** a CRG request with the following information in Word or PDF.
 - a. Group Name and Description
 - b. Key Interest
 - c. Facilitator and co-facilitator names and contact information
 - d. CRG Mission Statement/proposed goals/objectives
 - e. Provide a hierarchy structure to operate efficiently and effectively
- 2) **Submit** information for review to HR courtesy of Roxzine Scott at: roxzine.scott@drexel.edu. Your email should be titled: New CRG Group Request: Group Name.
- 3) **Approval** process
 - a. Applications will be reviewed and approved by Drexel Human Resources on a rolling basis.
 - b. Once an application is approved, the facilitators will prepare an introductory message and create an electronic invitation that will be sent to the University community to recruit new members.
- 4) **Establish** a list of interested employees willing to join the CRG
 - a. Interested employees will contact the facilitators directly to become members of the CRG.

CRG LEADERSHIP RESPONSIBILITIES

- Maintain the CRG in a way that supports the values and mission of Drexel's culture of inclusion and belonging
- Organize regular meetings and events focused on the CRG's key interests, as well as enhance feelings of connectedness, and provide opportunities for employees to seek and offers support to one another

- Encourage participation to join CRG
- Submit and verify information on annual report
- Manage the CRG funding (approval required) provided in accordance to Accounts Payable policies
 - Send all requests for spending and follow-up receipts to HR courtesy of Roxzine Scott at: roxzine.scott@drexel.edu

CRG GROUP RESPONSIBILITY

- Identify a mission with a business purpose that supports the University's Strategic Plan and Mission.
- Operate under written bylaws with an elected leadership structure.
- Establish annual objectives for promoting awareness and understanding of issues affecting, and important to the group and its allies.
- Ensure that all members of the Colleague Resource Group are active Drexel employees.
- Identify an Executive Sponsor at the Dean or Vice President level or higher who will serve as a champion, mentor, and advocate within senior management and give advice on group initiatives and objectives. HR can provide support in this area.
- Manage campus-wide communications regarding meetings and programming.
- Complete an annual report.

CRG OPERATING PRINCIPLES

- Members must be affiliated with the Drexel University organization.
- The formation of the CRG must rely on volunteers. Members may not pressure any employee into joining.
- Any programs sponsored by the CRG must be financially self-supporting and administered by the CRG.
- CRG must be inclusive and may not limit participation to any race, gender, sexual orientation, age, veteran status, age, ethnicity, or other protected classification.

HR ADMINISTRATIVE RESPONSIBILITIES to CRG

- Manage CRG online presence on HR website.
- Provide CRG biannual/quarterly reminders regarding funds.
- Help promote events/programs.
- Assist with identifying Executive Sponsors who can be paired with the CRG.

CRG ACTIVITIES

- CRGs through their activities should demonstrate how they support inclusiveness and belonging at Drexel, enhance the Drexel workplace, and strengthen the Drexel community.
- University support for programs, activities, or meetings:
 - CRGs are eligible for up to \$3,500 each year to support efforts which are connected to the CRG and the University.
- Activities that CRGs could host or participate in may include but are not limited to the following:
 - Recruitment events
 - Activities which promote professional, social and/or intellectual enrichment for the membership
 - Activities which promote a climate of inclusiveness and mutual respect at Drexel
 - Community events
 - Networking opportunities
 - Educational and civic activities deemed to be advantageous to the membership and increase cultural competence

- All activities and events must adhere to the Drexel University [Procurement Services Policies and Guidelines](#).

FUNDING REQUEST

CRGs are eligible for an annual prorated \$3,500, to support efforts connected to their mission/goals.

Requests for these funds must include an identification of how the funds will be used to support the CRG mission/goals and support Drexel's commitment to fostering an inclusive and welcoming environment.

To request financial support, CRGs must send an email to the HR with the following information.

- Name of requester
- Email Address
- CRG Name
- A brief description of the project/program/initiative to be funded
- Explanation of how the funding request aligns with Drexel's mission of inclusive and belonging
- What funding amount will be needed for this initiative? Please provide a simple breakdown of how the dollars will be utilized.
- When will this project/program/initiative take place?
- When will the funding distribution be needed?
- Who will be leading this initiative?

Send email funding request to: roxzine.scott@drexel.edu

CRG ANNUAL REPORT

The CRG must complete an annual report containing the following:

- Membership list
- Recruitment efforts
- Accomplishments
- Efforts to engage students in the Colleague Resource Group's Network
- Future goals

If interested in establishing a Colleague Resource Group, please contact:

Roxzine Scott

Executive Assistant and Program Manager, President's Office

Email: roxzine.scott@drexel.edu