

# Project Brief: Equity, Diversity and Inclusion Survey Project

## Document Information

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<b>Project Name:</b>	Equity, Diversity and Inclusion Survey Project
<b>Date:</b>	18 December 2021
<b>Author:</b>	Constance Wiebrands and Kate Davis
<b>Version:</b>	1.2

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## Key Project Information

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<b>Project Sponsor:</b>	Constance Wiebrands Program Director c.wiebrands@ecu.edu.au
<b>Program:</b>	Respecting Indigenous Knowledge
<b>Project Start Date:</b>	12 January 2022
<b>Project End Date:</b>	30 September 2022
<b>CAUL National Office Contact:</b>	Kate Davis Director, Strategy & Analytics kate.davis@caul.edu.au
<b>Project Management Group:</b>	Equity, Diversity and Inclusion Survey Project Team
<b>Related Projects:</b>	<ul style="list-style-type: none"><li>• Senior Leader Development and Networking Project</li><li>• Building Sustainable Leadership Project</li><li>• Respecting Indigenous Knowledge Program</li></ul>
<b>Key Documents:</b>	The following documents will be created following the establishment of the Project Team: <ul style="list-style-type: none"><li>• Project Timeline</li><li>• Membership List – Project Team</li><li>• Terms of Reference – Project Team</li></ul>

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## Project Approval

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<b>CAUL Board of Directors:</b>	15 September 2021
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## Project Overview

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<b>Background &amp; Context</b>	The development of a program of work related to equity, diversity and inclusion (EDI) was identified as a priority for CAUL in 2021. Such a program should be grounded in an evidence based understanding of the staffing profile of the academic library sector and assessment of the current state of EDI work across the sector. This evidence base does not currently exist in a consolidated form.
<b>Objectives:</b>	<ul style="list-style-type: none"><li>• Develop an evidence based understanding of the staffing profile of the academic library sector, including the diversity profile.</li></ul>

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	<ul style="list-style-type: none"> <li>• Develop an understanding of current strategy practice related to EDI in academic libraries.</li> <li>• Explore perceptions of CAUL Member institution staff related to EDI across the sector.</li> </ul>
<b>Brief Description of Project:</b>	<p>This project will develop and implement a survey of CAUL Member institution staff to explore the sector staffing profile, current strategy and practice related to EDI, and staff perceptions of the state of EDI in the sector. Building on work undertaken in the United States, the Project Team will advise on the development of survey instrument/s, assist with the promotion of the survey, and undertake analysis of the survey data. The Project Team will develop a report on the project for dissemination to CAUL Member institutions and prepare a report for the CAUL Board including recommendations for next steps.</p>
<b>Benefits:</b>	<p>Benefits of scoping this work as a project:</p> <p>It is important that staff who identify as diverse in one or more ways are involved in the development of the survey and analysis of the data. Scoping this work as a project and establishing a Project Team will ensure that diverse perspectives are sought, acknowledged and valued.</p> <p>Benefits of the project more generally:</p> <p>This project will benefit CAUL Members and Member institutions by</p> <ul style="list-style-type: none"> <li>• addressing a gap in the evidence base related to EDI work across the sector and the diversity profile of staff in the sector.</li> <li>• ensuring the sector-level work CAUL undertakes in the EDI space is grounded in an empirical understanding of the current state of the sector.</li> <li>• by providing an evidence base that can be used by Members to inform their work in the EDI space.</li> </ul>
<b>Scope:</b>	<p>In scope:</p> <ul style="list-style-type: none"> <li>• Draw on previous work and existing survey instruments to develop a diversity census and perceptions survey/s that is appropriate for the Australian academic library sector.</li> <li>• Promote the survey/s to staff of CAUL Member institutions.</li> <li>• Analyse survey data.</li> <li>• Report on outcomes.</li> </ul> <p>Out of scope:</p> <ul style="list-style-type: none"> <li>• Publication of results as research findings.</li> </ul>
<b>Anticipated Deliverables:</b>	<ul style="list-style-type: none"> <li>• Survey instrument/s.</li> <li>• Report on findings to be published via the CAUL website.</li> <li>• Report on project findings for the Board, including recommendations for re-running the survey.</li> </ul>
<b>Anticipated Timeline:</b>	<ul style="list-style-type: none"> <li>• Establish project team - November 2021</li> <li>• Develop survey instrument/s – December/January 2021</li> <li>• Launch survey - February 2022</li> <li>• Report to the Board on findings - June 2022</li> <li>• Publish public report via the CAUL website - June 2022</li> </ul>
<b>Resource Requirements:</b>	<p>Personnel: This project will be led by Constance Wiebrands (Program Director, Respecting Indigenous Knowledge) and Kate Davis (Director, Strategy &amp; Analytics). A Project Team comprising four to six staff from CAUL Member</p>

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institutions will be established to undertake the project. Due to the nature of the project, the expression of interest for Project Team members will explicitly call for nominations from CAUL Member institution staff who identify as diverse in one or more ways. It is anticipated that the workload will vary across the life of the project, but will not exceed approximately four hours per month.

**Project management:** The project will be managed by the Director, Strategy & Analytics.

**Budget:** N/A

**Other:** Quantitative data analysis expertise within the Project Team would be beneficial.

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**Key Stakeholders:**

- CAUL Board Members
- CAUL Members
- CAUL Member institution staff
- Australian Library and Information Association

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**Key Risks:**

- Inadequate resources available for the project - this will be mitigated by
    - establishing a Project Team to assist with the work
    - project management being undertaken by the Director, Strategy & Analytics rather than the Project Team, allowing the Project Team to focus their expertise on the work.
  - Perceived economic and social risks for survey respondents - this will be mitigated through
    - clear communication of consent arrangements
    - ensuring anonymity for participants, including by imposing limitations on access to potentially re-identifiable data (ie this data will not be made available to the Project Team)
    - providing clear, comprehensive information to participants about consent arrangements and how the data will be reported on.
  - Development of a survey that is not inclusive - this will be mitigated by
    - forming a Project Team who have the lived experience necessary to advise on best approaches.
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