

Diversity, equity, and inclusion strategic programming and ongoing practices at NOIRLab

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Guidelines for an Inclusive Meeting

Pautas para una Reunión Inclusiva

Nā Kahua Hana no ka Hālāwai Pono

When you have a meeting, be mindful of these points.

Cuando esté en una reunión, tenga en cuenta los siguientes puntos.

E ho'omana'o i kēia mau kuhikuhi i kou komo pū 'ana mai ma ka hālāwai.

Treat all participants with civility and respect.

Share the air - Be mindful of how much you and those around you are speaking.

Respect everyone's time - Organize the meeting with an agenda and keep it on time.

Champion a positive atmosphere through inclusive communication - If a participant observes inappropriate behavior, respectful intervention is appropriate.

Trate a todos los participantes con civilidad y respeto.

Permita que todos hablen - Tenga en cuenta lo mucho que usted y quienes lo rodean están hablando.

Respetar el tiempo de los demás - Organiza la reunión con una agenda y haz cumplir el tiempo.

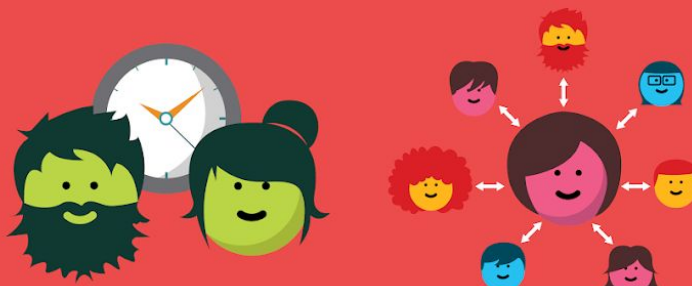
Defender una atmósfera positiva a través de comunicación inclusiva - Si un participante observa conducta inapropiada, la intervención respetuosa es apropiada.

E aloha a e hō'ihi i nā lālā a pau ma ka hālāwai.

E maka'ala i ka manawa i ha'awi 'ia no ka ha'i 'ana aku i kou mau mana'o - E ho'omana'o hō'i i nā lālā a me nā kākā ma ka hālāwai iā'oe e ha'i 'ōlelo nei.

E mālama hō'i a e hō'ihi aku hō'i i ka manawa ha'i 'ōlelo a kekahi 'ē a'e - E ho'olālā hō'i i ka hālāwai ma ka ho'omākaukau 'ana i kekahi papahana i mea hō'i e mālama pono aku ai i ka manawa a me ka lō'ihi o ka hālāwai a e pau pono hō'i i ka wā a pono ai e pau.

E mālama kūpono hō'i i ka hālāwai 'ana ma ke ka'a'ike kūpono 'ana - Inā 'ike hō'i 'oe, kekahi o nā lālā, i kekahi lālā 'ē a'e e hana hewa nei, pono 'oe e ho'omana'o iā lākou me ka maika'i e pili ana i nā hana hewa ana i hana hewa aku nei.



Maunakea, kuahiwi kū ha'ō i ka mālie

Maunakea, standing alone in the calm

- 'Ōlelo No'eau #2147, Mary Kawena Pukui

Maunakea is a mountain that connects Kanaka Maoli (Native Hawaiians) to their ancestral and universal origins. We as scientists and educators acknowledge this interconnectedness between kanaka and their land. We recognize that we have a kuleana (responsibility) that comes with the opportunity to pursue astronomical research on Maunakea. It is our kuleana to build and strengthen healthy relationships with the land and the people of this place built on mutuality and trust.



Kitt Peak National Observatory



Kitt Peak National Observatory sits atop l'oligam Du'ag (Manzanita Shrub Mountain). Astronomers are honored to be permitted to conduct scientific research on the sacred mountain located in the homelands of the Schuk Toak District within the Tohono O'odham Nation.

We honor their past, present, and future generations, who have lived here for time immemorial and will forever call this place home.





Overview



- Our DEI Mission Statement
- Brief history of DEI at NOIRLab
- Three pillars of DEI at NOIRLab and opportunities in each
- Summarizing impacts
- Looking ahead

DEI Mission Statement

At NSF's NOIRLab we strive for a diverse, equitable and inclusive (DEI) environment, where everyone feels welcome and valued. Our vision is to develop and embed a robust DEI culture throughout NOIRLab, with a shared understanding and responsibility among all staff, much like our safety culture is embedded throughout the Lab. This vision requires us to embrace inclusive behaviors and procedures as something integral to our work, and not as a separate activity.

Our commitment to DEI includes both outward-facing activities and policies impacting the (future) STEM community and the public, and inward-facing activities that support our workforce. These are integrated throughout NOIRLab as an organization.



History of DEI at NOIRLab



- DEI Strategic plan accepted by leadership in October 2019, as NOIRLab was being implemented, began roll-out in 2020
- AURA's CDO outlined three priority goals from the Strategic plan
- Task force assembled in 2021 to implement goals of strategic plan, laying the baseline of DEI
- September 2022, kicked off permanent DEI Committee



The 3 pillars of DEI at NOIRLab



- Broadening Participation program and employee engagement
- DEI Committee, Diversity advocates, and NOIRLab fellows
- Leadership engagement

Broadening Participation

NOIRLab's broadening participation program invites all staff to spend up to 3% (about 50 hrs annually, or ~1 hr a week) of their time on DEI activities and outreach projects outside their normal work area, if their supervisor agrees.

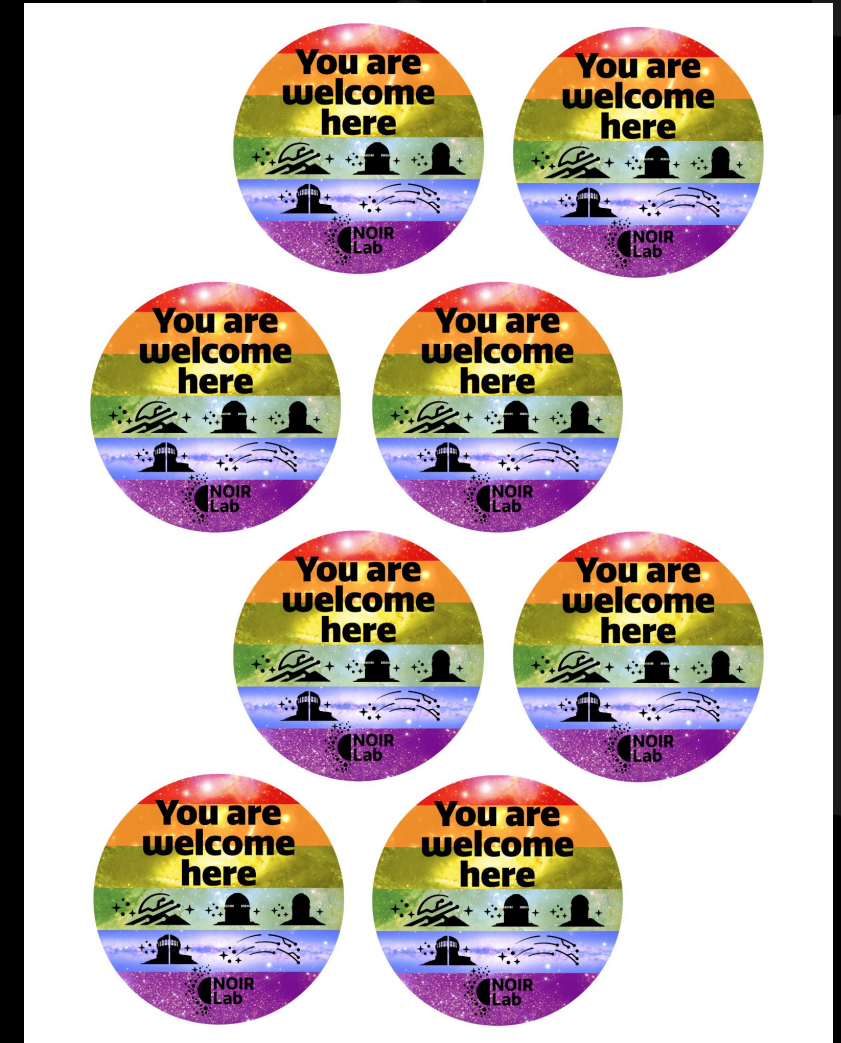
Here are some example activities that **qualify** for DEI charged time:

- Volunteer to chair the monthly DEI journal club – let's keep it going!
- Educate yourself on DEI issues that impact NOIRLab and each of its unique sites by reviewing the [NOIRLab DEI talks library](#)
- [Get certified in DEI](#) with your LinkedIn learning account – workshops such as inclusive leadership, multicultural communication, or how to speak up against racism at work
- Sign-up to be an [Employee Ambassador](#)
- Mentor students from diverse backgrounds
- Participate in an outreach event, such as [Journey Through the Universe](#), AstroDay, Rodeo, Tucson Festival of Books, Merrie Monarch parade and others
- Prepare and present public science or DEI talks
- Participate in NOIRLab's [Kindness program](#)
- General Environmental Sustainability activities like attending the [A4E](#) conferences (if you are not directly involved in producing sustainability deliverables for NOIRLab)
- General Site Protection outreach activities – both for light pollution and satellite constellations (if you are not directly involved in producing site protection deliverables for NOIRLab)
- Subscribe to the DEI Calendar for news about external DEI talks and affinity months (see instructions below)
- Share resources or follow the discussion in the NOIRLab [DEI Slack channel](#)
- Community building activities, such as tutoring, environmental clean up and planting, and making connections with new or underserved communities. Wear a t-shirt and represent NOIRLab and your facility well in the community!
- Reach out to local schools for new intern opportunities
- Helping or mentoring interns during their work period

Don't know where to start? The NOIRLab Diversity Advocates are here to help! Contact your local Diversity Advocate [here](#).

Here are some example activities that do not specifically align with NOIRLab's mission and **do not qualify** for DEI charged time:

- Activities that do not relate to broadening participation in science;
- General interest activities such as museum visits or science nights where NOIRLab does not have a booth or presence.





2: DEI Committee and Advocates



- Leverage the Broadening Participation program and increase manager participation among themselves and their employees.
- The DEI Committee will allocate resources or funding that NOIRLab staff can propose to use. The Committee can, in part, serve as a program proposal review group.
- The DEI Committee will take ownership in fostering a culture of diversity, equity, and inclusion within NOIRLab. The committee will assist in promoting and encouraging the DEI objectives and initiatives, driving a culture of inclusion where everyone within NOIRLab feels included, respected, and supported.
- In partnership with CEE and the NOIRLab Programs with active DEI-based working groups (US-ELTP Research Inclusion project, Rubin Research Inclusion Working Group, and the CSDC), lead NOIRLab's approach to external community engagement on DEI-related topics.
- **Opportunities** - adding more white male voices, building out proposal system, recommendations agency



3: Leadership engagement



- Commitments to events/platforms/participation in BP
 - Non-labor resource allocation
 - 2 appointed members on DEI Committee
- Building in DEI updates to All-Hands Meetings, board meetings, and leadership meetings
- Rubin Hiring toolkit
- Growing The DEI team
 - NOIRLab has new leadership - Prentiss Jackson, DEI Programs Manager
- **Opportunities:** modeling performance evaluations and activism, creating more space for DEI



Impacts of the 3 pillars



- DEI and workplace culture building
- Community building
- ERGs
- New office of DEI
- Key performance indicators - accountability
- DEI in performance annual reviews

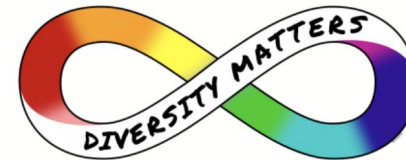


Pride Month display in the Tucson HQ Reception. Credit: L. Lemke

Pride Month display in the Hilo Reception. Credit: G. Randrup



Pride Month display in the AURA Recinto reception. Left to right: Carolina Vargas, Eduardo Tejada, Camila Ibarlucea, Daniela Rodríguez. Credit: R. Peña



NOIRLab DEI Broadening Participation Dashboard

NOIRLab encourages employees to take part in the Broadening Participation program. The program allows employees to spend up to 3% of their time on DEI activities. The broadening participation program allows NOIRLab to accomplish its mission statement:

Enabling breakthrough discoveries in astrophysics with state-of-the-art ground-based observatories, data products and services for a diverse and inclusive community.

NOIRLab monitors two metrics related to the broadening participation program:

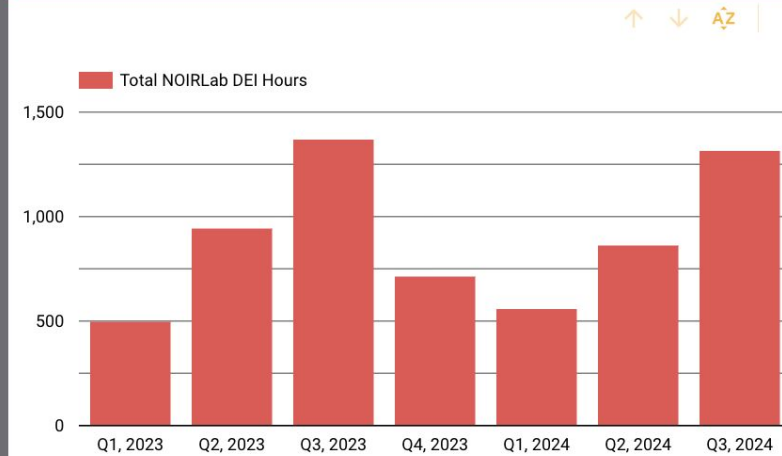
- total number of hours charged to the program
- total number of employees participating in the program

These metrics have been added to the [Performance Evaluation and Measurement Plan \(PEMP\)](#) and are reported to the NSF.

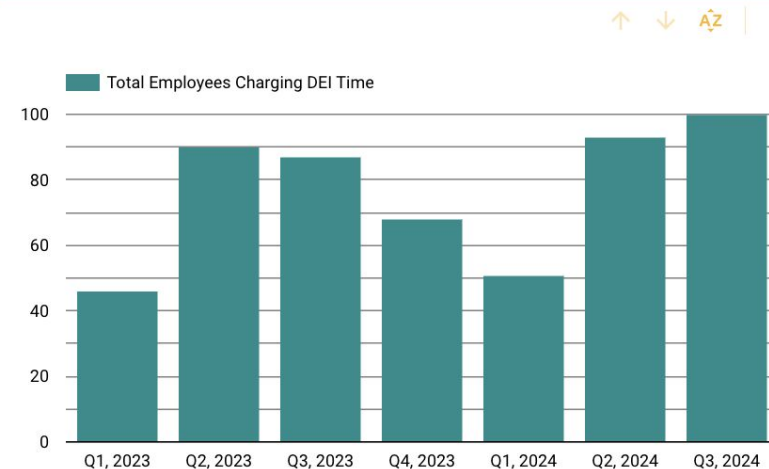
Anyone who would like more information on the Broadening Participation program or NOIRLab DEI in general should click the links below. The DEI page has opportunities to participate in the Broadening Participation program, more metrics on DEI at NOIRLab, and resources to learn about DEI.



Total NOIRLab DEI Timecard Hours (Fiscal Year)



Number of Employees using DEI Hours (Fiscal Year)





Looking forward



The DEI Programs Manager and DEI Officer partnered to determine new goals for the DEI strategy during their onboarding process. Over the next year NOIRLab will be rolling an updated DEI Strategy. Focus areas of the strategy are:

- Partner with HR to create a hiring strategy for NOIRLab to improve representation gaps, and partner with the Rubin Hiring Toolkit group to release a joint-organizational tool for better hiring practices
- Network with other laboratories to gain insights on improving representation gaps
- Create progression and retention programs for underrepresented employees
- Create DEI training for employees and managers
- Establish funding and formal process for Employee Resource Groups

DEI Strategy

Our DEI Vision: Become the Most Inclusive Laboratory in the Universe

Our organizational goals are to:

- Create a cohesive NOIRLab culture across lab programs and locations.
- Focus on workforce transformation to meet lab staffing needs.
- Create an inclusive culture where everyone feels included, respected, and supported.

As a result, the DEI Programs office is committed to delivering programs that promote inclusive business practices and a sense of belonging for all employees at NOIRLab.

Our objectives are to:

- Increase diverse representation.
- Create communities where everyone is valued.
- Provide managers and staff with DEI training and programs.

We'll measure our success with these metrics:

- Launch Inclusive Leader and other DEI training by the end of Q1 FY25.
- Launch Employee Resource Groups at all NOIRLab locations by the end of Q1 FY25.
- Improve NOIRLab diverse representation by 10% over the next two years.

Addendum

- Likely, very soon, we will have to shift our language.
- But we will not shift our strategy.



Thank you!

Diversity and Inclusion form part of how NOIRLab conducts all of its business. The NOIRLab Mission supports Diversity and Inclusion and Diversity and Inclusion supports the NOIRLab Mission.



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