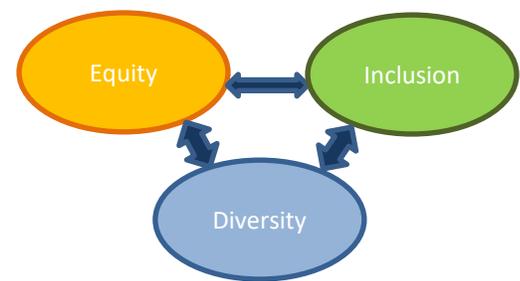


Applying An Equity Lens To Policy Development

Job Aid



Equity Lens Application by Policy Section

An **equity lens** is a process for analyzing or diagnosing the impact of the design and implementation of policies on under-served and marginalized individuals and groups, and to identify and potentially eliminate barriers. This includes: race/ethnicity, religious expression, veteran status, people of color, including underrepresented groups and new immigrant populations, people who identify as women, age, socio-economic people with both apparent and non-apparent disabilities, people of various gender and sexual identities and expressions, American Indians and other indigenous populations.

1. Policy Title

The title must identify the key purpose of the policy, in as few words as possible. When considering policy titles, identify language that could help with preventing barriers with understanding or interpreting its meaning from a variety of intended audiences.

2. Policy Statement and Reason

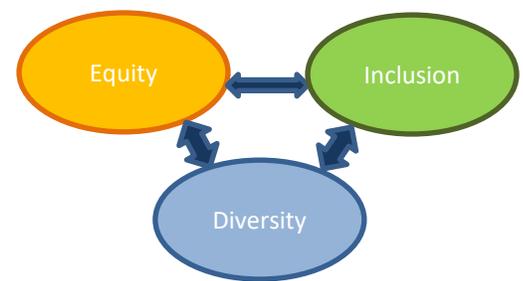
A well-written policy statement sets direction and defines the intended audience. As both are established, it is important that policy owners consider disproportionate or undesirable impact on those who need to understand, apply or follow its directives. To accomplish this step, address these additional questions related to equity lens:

- Who does the policy impact?
- What forces are driving this policy?
- Are there individuals and/or communities that will be disproportionately (and negatively) affected by this policy?
- Does this policy perpetuate or help to dismantle historical, legal, or other barriers set in the past?
- If disparities are identified, how can they be mitigated or eliminated?

3. Policy Procedures, Forms/Instructions

A well-written procedure provides a series of consecutive action steps related to a policy that specifies how a particular process should be completed. Here again is an opportunity to consider disproportionate or undesirable impact on those who need to understand, apply or follow these steps. Apply the same logic here as you did with the policy statement:

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- Are there individuals and/or communities that will be disproportionately (and negatively) affected by this procedure, instructions or form?
- If disparities are identified, how can they be mitigated or eliminated?

4. Frequently Asked Questions and/or Appendices

Apply an equity lens to FAQs or appendices and determine if changes or additions are needed that could prevent barriers with understanding or interpreting policy or procedure language.

5. Responsibilities

This section of the policy includes individual roles or units who are responsible for some portion of the policy and process. Because this may include the intended audience, again applying the equity lens will help to consider whether disproportionate or undesirable impact is potentially occurring on those who need to understand their role and responsibility. Same key question applies:

Are there individuals and/or communities that will be disproportionately (and negatively) affected by serving in this role and fulfilling the responsibilities identified?

6. Policy General Best Practices

Recognize that we all are subject to the influence of bias and assumptions. Spend sufficient time and attention evaluating your policy and looking for disparate impact. Consider whom have you consulted while creating/revising your policies to ensure that you have been inclusive rather than exclusive. Use campus resources such as the Diversity Community of Practice to help evaluate your policy. Stop periodically to evaluate your policy and its implementation. Pay attention also to these areas throughout your policy documents:

- a. Contacts – consider contacts listed within the context of the needs of the intended audiences
- b. Definitions - review or add definitions that would add to the reader's understanding of the basic policy or procedures.
- c. Use of pronouns - avoid use of gendered pronouns (her/she).