Subscribe Past



Human Capital & Compliance Corner

In this newsletter, you will find:

- <u>A note from the AGNR Diversity Officer</u>
- Anti-Harassment Training (Sexual & Non-Sexual)
- <u>2021 Compliance Checks</u>
- <u>Civil Rights Administrative File</u>
 Accessibility Assurance for Facilities Checklist
- <u>Breaking Barriers Recorded Session</u>
- I Speak Language Posters
- <u>Maryland Employment Law Poster</u>
- Fruits for Faculty

<u>A note from the College of Agriculture and</u>

Natural Resources, Diversity Officer

My name is Amanda Shaffer, and I am the new AGNR Diversity Officer. I am originally from Cleveland, Ohio, and spent a few years in Alabama before I moved to Washington, D.C. in 2019. I was excited to join the AGNR community last October in part because the college planned "to transform AGNR into a DEIR leader among land-grant institutions." That is the kind of audacious goal I can get behind.

My other motivation for taking on this role was based on the folks I met during the hiring process. An unwavering commitment to doing diversity work is essential, but who shows up to do it with you is just as important. The administrators, faculty, and staff I met impressed me with their vision, knowledge, and heart. Their commitment to the DEIR plan - and all that would be necessary to make it happen – convinced me I had to be a part of this. Never underestimate the power of a thoughtful hiring process!

I will continue to share information in future newsletters about our activities, but in the meantime, I hope you will reach out to me on <u>LinkedIn</u> or <u>Twitter</u> so we can connect and I can meet more of my AGNR colleagues all across Maryland.

Getting to Know You

One of my goals when I started this position was to learn about the community by getting out and meeting the people. So far, I have met with each department chair or unit director and visited all 8 Research & Education Center locations. In the coming months I hope to add Extension offices to that list as well.

The progress AGNR has committed to in the DEIR plan requires all of us working together, and that means unit-specific action plans and practical resources for real-world settings. I understand that many of you have contributed to your unit plans and we greatly appreciate your efforts! The unit plans will all be finalized by March and then added to the <u>DEIR website</u>.

New DEIR Council

As part of the DEIR plan the college has established a DEIR Diversity Council. The Council will provide oversight and input to unit plans, review related policy, oversee the climate survey, and recommend strategies and activities to ensure the ongoing progress of the plan. Made up of 23 voting members and two Ex Officio members (the Diversity Officer & HRMCP Director), the Council membership will reflect the broad diversity of the College's faculty, staff, and students. The nomination process will be announced by Dean Beyrouty in February, and the Council will be announced in March and posted on the DEIR web page.

TerrapinSTRONG

The shared vison and values of TerrapinSTRONG is the foundation of an inclusive UMD campus community. Since July 2021, all new faculty, staff, and students have participated in TerrapinSTRONG in their onboarding. As part of the education component of the DEIR plan, all current faculty and staff will attend a customized 90-minute AGNR TerrapinSTRONG workshop either in person or by Zoom. Workshops will be offered in Symons Hall (check the <u>webpage</u> for dates) and can be scheduled by the academic units. Off campus colleagues may participate by Zoom or attend combined UME/MAES in-person sessions.

After we finish providing TerrapinSTRONG to our current AGNR folks we will begin to offer additional DEIR education opportunities (and a Certificate) to deepen our sense of community, connection, and inclusion on campus and across the state.

I look forward to our learning together.

Onward and upward!

Updates



Anti-Harassment Training (Sexual & Non-Sexual)

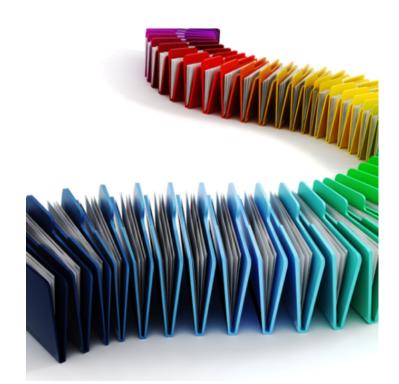
This year we have a new requirement from our funding agency, the National Institute of Food and Agriculture (NIFA). Our 2022-2023 training will include Anti-Harassment of a Sexual/Non-Sexual Nature as it aligns with sex-discrimination prohibitions and protection by federal law under Title VII of the Civil Rights Act of 1964. Many on/off post faculty and supervisors have participated in training being offered on campus regarding Title IX of the Education Amendments Act as a mandatory reporter; however, this training element expands the noted prohibitions beyond sex to include other forms of harassment and discriminatory practices. The Compliance team will provide in-person training and an opportunity for hybrid training (cost-friendly purposes/social distancing and to not disrupt operations). The University of Maryland is open for business, and the noted training element is scheduled to be offered in such fashion. For UME, Compliance will deliver training by clusters only (personnel at your REC's must participate); for MAES, training has been identified, as well and individuals can participate at a UME identified date as appropriate. Faculty will participate at the local level with staff to receive such content in their respective city/county/cluster. There will be 11 opportunities for training, and such training must be completed by March 2023 to meet the objectives of our funding agency. Program leaders, administrators and additional College Park faculty and staff, please ensure you attend one of the 11 sessions. For your reference, please <u>click here</u> to see the official 2022-2023 Anti-Harassment of a Sexual/Non-Sexual Nature training schedule. Registration information will be disseminated in the upcoming weeks. If you have any questions or concerns, please reach out to Desiree Penaloza at dpenaloz@umd.edu.

<u>2021 Compliance Checks Have Concluded!</u>

The 2021 Facilities and Civil Rights Administrative File Compliance Check have concluded. Thank you to all that have participated! The compliance team visited 38 locations to include city/county offices and research and education center facilities. There were 13 Summary of Findings which have been disseminated to A/CED's and program leaders to include areas of sufficiency, deficiencies, and recommendations. Please place such document in Civil Rights Administrative File Index 10 (Compliance Requirements) for your records. If discrepancies were noted in your county, city, or facility offices Summary of Finding, please correct such deficiencies by the date noted in your report. Once all discrepancies have been rectified, a Letter of Compliance will be issued to your city/county or facility acknowledging that you are now in compliance with ADA Facilities Checklist and Civil Rights Administrative Procedure. In addition, please place the Letter of Compliance in Civil Rights Administrative File Index 10 (Compliance Requirements) for your records.



<u>Civil Rights Administrative File Training</u>



The Administrative Project launched the first pilot program in April 2021. The Compliance Program formed a team of individuals from both UME and MAES to establish and implement a unified procedure for all of AGNR's Title VI administrative Civil Rights procedures. Such training was utilized to support the 2021 Compliance check and ensure the files were updated to reflect the new requirement. To learn more about the new Civil Rights Administrative File procedure, check out Part I and Part II of the recorded training. If you have any questions or concerns, please feel free to reach out to Desiree Penaloza at dpenaloz@umd.edu.

Accessibility Assurance for Facilities Checklist

As part of our 2021 compliance check, the Compliance team also inspected facility



accessibility for any and all individuals. In order to ensure AGNR facilities meet our obligation under ADA Guidelines for Existing Facilities & the Rehabilitation Act of 1973, our team created the Accessibility Assurance for Facilities Checklist to aid in identifying accessibility discrepancies and resolutions. The checklist examines priority areas to include accessibility to entrances and exits, goods and services, public restrooms, and accessibility to other areas such as meeting areas, ramps, walkways, and water fountains. Our goal is to assist with removing any architectural and or communication barriers so that our clients have free access to our services without obstacles any or impediments. Click here to view the full Accessibility Assurance for Facilities Checklist.

<u>Recorded Session - Breaking Barriers: Physical, Language, and other forms of Access</u>



Our 2021 Civil Rights Training Breaking Barriers: Physical, Language, and other forms of Access training has also concluded. Thank you all for participating! The training primarily focused on the rights of limited English proficient (LEP) individuals under Title VI of the Civil Rights Act of 1964 and its implementing regulations; and the requirements of federal agencies under Executive Order 13166 to provide language access to all programs and activities. AGNR is committed to providing meaningful access to all individuals at no cost; such training was delivered via Zoom by cluster and program areas appropriately. To date, 347 individuals have participated in the training (83% MAES attendance; 87% UME attendance). If you have not yet participated, please <u>click here</u> to view the training. As a reminder, all UME and MAES faculty and staff are required to participate. Once you have completed the training, please complete the Attestation Form and forward a copy to your supervisor and to <u>agnrhrmcp@umd.edu</u> for record of your attendance. You will then receive the Breaking Barriers Certificate of Completion for your professional and administrative records.

<u>I Speak Language Poster</u>

	"I speak" Point to Your Language:	
	An interpreter will be provided at no cost to you	
	U	
nglish	COLLEGE OF	
inglish is not your primary language and or limited understanding, you have th interpreter. Please use this poster to identify your language for assistance. Th		
Arabic كېدل ،دورجم مەف وأ قوس/س)ل كېتۇل وە قورولرون[ل] قۇل/ا ناكت مل الا	Laotian ຖ້າພາສາອັງກິດບໍ່ແມ່ນພາສາຕົ້ນຕໍຂອງທ່ານແລະຫຼືຄວາມ	
لومرح لل لت غار دورجنا في محصال اذه مادخ سي امال مرزيتم ويف قرح لا لت غار دورجنا في محصال اذه مادخ سي امال مرزيتم ويف قرح لا لت غار وي مزور لون ال فغل لا دات مل اذا. لال أرادشام ولا عن ولع	່ເວົ້າໃຈຈຳກັດ, ທຳນມີສິດທີ່ຈະແປພາສາ, ກະລູນາໃຊ້ໂປສເຕີ ນີ້ເພື່ອລະບຸພາສາຂອງທຳນສຳລັບການຊ່ວຍເຫຼືອ, ຂອບໃຈ.	
اذه مادختسا عاجرايا. مرجرتم يف قرحلا لايودل ،دودجم مهف وأ ةي ساسأل	Mon Khmer (Cambodian)	
ائىل آرائىش ،تامچانىغات يىلىغ لومىچلىل كاتغان دېدچانان قىيىنامىتانا. Armenian	បុរសិនបីពាសាអង់គុលសេមិនមនៃជាពាសាចមុបងរបស់អុនកទនោះ ឬអុនកយល់ តាសានះមោនកម្មរិត អ្ននកមានសិទុធិទទួលហនអុនកបកបុរេម្លែយរូប។សូមបុរី	
Եթե անգլերենը ձեր հիմնական լեզուն չէ եւ կամ սահմանափակ հասկացողություն, ապա դուք իրավունք ունեք թարգմանիչի։ Խնդրում ենք	ប័ណ្ ណបុរកាសន់នេដីម្ បីសម្ គាល់កាស័របស់អ្ ន់កសម្ រាប់ដ៏ន្លយ៉ាសូមអរគុណ។ Khmer	
օգտագործել այս պաստառը, որպեսզի բացահայտեք ձեր լեզուն օգնության համար: Շնորհավո՛ր	Conner ប៊ី តាសា អង់គុលសេ មិន មនៃ ជា តាសា បឋម របស់ អុនក និង ការ យល់ ដឹង កម្មវិត របស់ អុនក ទ អុនក មាន សិទ្ធពិ កូនុង ការ បក បុរវែ។ សូម ប៉ីរី បដា	
Chinese 如果英语不是您的主要语言和/或理解能力有限,则您有权要求一	ននេ ដីម៉បី កំណត់ អតុតសញញាណ កាសា របស់ អុនក សម្មរាប់ ជំនួយ។ អរគុណ	
个翻译。请使用此海报确定您的语言以寻求帮助。谢谢.	Persian امش ،ټسېن امش دودځم کارد ای و مېلوا ټاټز ېښېلگېا ټاټز رگ	
French (inc. Patois, Cajun) Si Anglè pa lang natif ou epi/oswa ou pa twò byen konprann li, ou gen dwa pou yo	یېآسان ش یارپ رټ ښوپ نیا زا اف طل .تشاد دی،اوځ از مچرتم قرح .مرک شتم .دینک مداف ت سا کمک پارپ دوخ ناب ز	
ba ou yon moun pou tradwi pou ou. Tanpri itilize afich sa pou idantifye lang ou pou jwenn èd. Mèsi.	Polish Je li angielski nie jest twoim podstawowym i zykiem lub ograniczonym zrozumieniem,	
French Creole Si Anglè sé pa tang prensipal-ou ou oswa ou limité pou konprann, ou gen	masz prawo do tłumacza. U yj tego plakatu, aby zidentyfikowa swój j zyk, aby uzyska	
dwa mandé pou yo baou yon entièprit. Tanpri itilizé afich sa a pou idantifyé ki lang ou palé pou yo ka bow asistans. Mèsi cui.	pomoc. Dzi kuj. Portuguese/Portuguese Creole	
German	Si Ingles eh ka bu primeru lingua, o bu comprensson eh Limitado, bu ten direitu a um Interprete. Por favor usa kel poster li pa bu identifika bu lingua pa bu tem assistensia.	
Wenn Englisch nicht Ihre primäre Sprache und oder eingeschränktes Verständnis ist, haben Sie das Recht auf einen Dolmetscher. Bitte verwenden Sie dieses Poster, um Ihre	Obrigadu. Russian	
Sprache für Unterstützung zu identifizieren. Vielen Dank. Greek	Еспи английский не является вашим основным языком и или ограниченным пониманием, вы имеете право на переводчика.	
Εάν τα αγγλικά δεν είναι η κύρια γλώσσα σας και ή η περιορισμένη κατανόησή σας, έχετε το δικαίωμα διερμηνέα. Χρησιμοποιήστε αυπήν την	оправиченным полималитем, вы имеете право на переводчика. Пожалуйста, используйте этот плакат, чтобы определить свой язык для помощи. Спасибо.	
αφίσα για να προσδιορίσετε τη γλώσσα σας για βοήθεια. Σ' ευχαριστώ πολύ. Gujarati	Serbo Croatian	
જો અંગુરેજી તમારી પુરાથમકિ ભાષા અને અથવા મર્યાદતિ સમજ ન હોય, તો તમને	Ako engleski nije vaš maternji jezik i/ili je vaše razumevanje engleskog jezika ograni eno, imate pravo na prevodioca. Koristite ovaj poster kao pomo u identifikaciji vašeg	
દુભાષયિાનો અધકાિર છે. કૃપા કરીને સહાય માટે તમારી ભાષા ઓળખવા માટે આ પોસ્ટરનો ઉપયોગ કરો. આભાર.	jezika. Hvala vam. Spanish	
Hebrew תוכזה תא רל שי ,תלבגות תילגנאב רתובהו רלש םה תפש הניא תילגנא םא	Si el inglés no es su idioma principal y o comprensión limitada, usted tiene derecho a un intérprete. Por favor, utilice este póster para identificar su idioma para obtener	
הדות הרזעל ךתפש תא תוהזל ידכ וז הזרכב שמתשה אנא .ןמגרותמל.	ayuda. Gracias.	
Hindi "यदअिंग्रेजी आपकी पूराथमूकि भाषा और या सीमति समझ नहूी है, तो आप	Taqalog Kung hindi Ingles ang pangunahin mong wika at o limitado ang pag-unawa sa Ingles, may karapatan ka para sa isang interpreter. Pakigamitin ang poster na ito para	
एक दुभाषयि। का अधकिर है । सहायता के लएि अपनी भाषा की पहचान करने के लएि कृषया इस पोस्टर का उपयोग करें। धन् यवाद ।	matukoy ang iyong wika para sa tulong. Salamat.	
Hungarian Ha nem az angol az els dieges nyelved, és vagy csak korlátozottan érted meg.	Thai หากภาษาอังกฤษไม่ใช่ภาษาหูลักของคุณูและหรือความเข้าใจที่ จำ	
jogod van tolmácshoz. Kérjük, használja ezt a posztert, hogy azonosítsa a nyelvet segítségért. Köszönöm.	กัด คุณมีสิทธิ์ที่จะล่าม โปรดใช้โปสเตอร์นี้เพื่อระบุภาษาของคุณเพื่อ ขอความช่วยเหลือ ขอบคุณครับ	
Italian	Urdu وت ہے بیجین معمقت دورج مای روا تنابار عداعیت ایک ہا تیزیرکینا رگا	
Se l'inglese non è la tua lingua principale e o la comprensione limitata, hai diritto a un interprete. Si prega di utilizzare questo poster per identificare la lingua per societares 7 compo	یک نابز ینبا ےیل ےک ددم مرک ہارب ہے۔ ل صاح قرح اک نامچرت وک پا	
assistenza. Grazie. Japanese	ـــیرکش اک با ⊸یرک اےمع⊤سا اک رٹسوپ ساےچنلےک تخان∞ Vietnamese	
「英語が第一言語ではない、または理解が限られている場合、あ なたは通訳を受ける権利を有する。このポスターを使って、あな	Nếu tiếng Anh không phải là ngôn ngữ chính của bạn và hoặc hiểu biết hạn chế, bạn có quyền có một thông dịch viện. Vui lòng sử dụng áp	
たの言語を確認してください。よろしくお願いします。	phích này để xác định ngôn ngữ của bạn để được hỗ trợ. Cảm ơn bạn. Yiddish	
Korean 영어가 기본 언어가 아니거나 이해가 제한된 경우 통역사에게 권리	דנאטשראפ דעטימיל רעדא ווא רארפש קיטשרע וייד טשינ זיא שילגנע ביוא, וריציפיטנעדי וצ שיפא בעד וצוג עטיב .רעצעזרעבי א וצ טכער יד טאת ריא	
가 있습니다. 이 포스터를 사용하여 도움을 받으려면 언어를 식별	ן צענער גע טער אין אין איז געט אין איז גערפען איז איז געטער איז	

Speak posters have been disseminated to all 23 county offices, the City of Baltimore, and AGNR facilities! The state of Maryland currently has 347,459 (6.35%) individuals identified as Limited English Proficient (ACS, 2015). AGNR, as a recipient of federal financial assistance, must take all reasonable steps to ensure remedies are provided at no cost to our beneficiaries to overcome language barriers. To support our efforts and promote equitable information sharing, the Office of Human Resources Management and Compliance Programs has teamed up with the Communications Team to create the I Speak Language Poster. The poster was designed to notify LEP individuals of their rights to free interpretation and translation services. The posters states, "If English is not your primary language and or limited understanding, you have the right to a free interpreter. Please use this poster to identify your language for assistance. Thank you." Such poster was created to support our responsibilities as a land-grant institution and mission requirements as the "people's college." Please post

this poster in a conspicuous area for the public's viewing in your county, city, and or facility office. <u>Click here</u> to view the I Speak poster.



<u>*Compliance Alert*- New Maryland Employment Law Poster</u>

Maryland Employment Law posters have been updated!! Since you have last received this poster during the 2021 Compliance Check, an updated version has been released and is now available for dissemination (effective January 1, 2022). Please see the newest update below:

Employment Discrimination: Pregnant & Working - The Maryland Commission on Civil Rights has made mandatory changes to the Employment Discrimination and Pregnant & Working postings to update the time limit for filing a complaint from six months to 300 days.

Minimum Wage and Overtime Laws : Updated to show minimum wage rates for 2022, 2023, and 2024. Effective January 1, 2022, employers with 15 or more employees must pay a minimum wage of \$12.50 per hour. Employers with 14 or fewer employees must pay a minimum wage of \$12.20 per hour. The posting also notes that different minimum wage rates apply to employers in Montgomery County.

As the law changes, there are various mandates organizations must have and take to be in full compliance. As you conduct direct hiring at your site, this state mandate is necessary, inspectable (internally and externally by regulatory agencies) and provides internal and external applicants their rights and responsibilities. The new Maryland Employment Law posters will be disseminated to A/CED's and other administrators during the delivery of our 2022-2023 Anti-Harassment training and or as appropriate. The is required poster is to be displayed in a conspicuous place where direct hiring occurs. If you have any questions or concerns, please feel free to reach out to <u>agnrhrmcp@umd.edu</u>.

Fruits for Faculty

Responsible Conduct in Research (RCR) is becoming more visible not only at the University of Maryland but in science as a whole. In working with Associate Dean Sirvastava and the Provost's office, RCR is gaining more visibility, and as the AGNR Research Integrity Official (RIO) you will be hearing more from me about your role in being responsible scientists, engineers, Extension faculty, staff, and students in the coming months. Public and professional accountability is not something we should take lightly, especially in a public-trust, Land-grant University. To that end, in my upcoming communications in our HR Column I briefly will be addressing RCR publication issues that we should all be aware of as we proceed in communicating our findings, fact-sheets, and educational materials to our peers and stakeholders.

In this column, I will touch on a concern by publishers and the Academy that is an alarming trend in inappropriate and, sometimes, unethical use of citations in our publications. As a journal editor and a member of COPE (Committee on Publication Ethics) we see an increasing occurrence of inappropriate journal citation usage. This includes excessive self-citation, excessive citation of another's work, ignoring seminal publications, and/or excessive citations from a particular journal to whom you submitting your own manuscripts. Coupled to inappropriate citation usage is the growing concern of plagiarism (including self-plagiarism) and the unethical practice of ghost, guest, and gift co-authors – all to be discussed in future columns.

In 2019, COPE published a <u>Discussion Document on Citation Manipulation</u> that summarizes the concerns mentioned above about this unethical practice. This column summary comes primarily from that Document and my experience as a journal editor. Granted, this is not a new phenomenon or concern, but it is increasingly becoming more common. The COPE Document covers the background and provides examples of Citation Manipulation that should be reviewed by all who publish.

As part of the scholarly activities criteria used in annual faculty evaluations and promotion and/or tenure decisions, citation indices can be a boon or an anathema to the individual submitting their review documents. Because of the importance of these evaluations, it is easy to see how one may want to "pad" their own citation index by manipulating the system. This manipulation possibility is of such concern to journal editors that the legitimacy of a citation index as the most important impact of scholarly publication is undergoing a rethinking. Yet, they are still, legitimately, one of the best indicators of author and institutional productivity.

That said there are legitimate reasons for self-citation that are covered in the Document. More important, however, are the illegitimate reasons for self-citation that center mostly around self-promotion or coercion. Here is where the line is crossed from a legitimate reason for self-citation to one that is unethical. Interestingly, this problem extends to external reviewers of manuscripts and the journal editors (associate or editors-in-chief) themselves. In the latter cases, the reviewer or editor may insist their own publications be cited in revised manuscripts. Intent is important here and often is difficult to judge. Regardless, careful scrutiny on behalf of the editor (or publisher if the editor is the one making the recommendation) is warranted to see if the publication being referenced is indeed contributory to the manuscript in question. If not, appropriate comments by the editor or publisher to the individual making such recommendations may be required.

We need to appropriately consider when and when not to cite previous scholarly efforts in conveying the science, education, and better understanding of our work to new outlets. We owe it to ourselves, co-authors, peers, and profession to maintain publication integrity.

By: Dr. Reginal Harrell

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

This email was sent to <u><<Email Address>></u> <u>why did I get this?</u> <u>unsubscribe from this list</u> <u>update subscription preferences</u> UMD · 7998 Regents Dr · College Park, MD 20742-0001 · USA

