Society of American Archivists
Work Plan on Diversity, Equity, Inclusion, and Accessibility
(As Approved November 10, 2021)

1. RECRUITMENT AND RETENTION
GOAL: Ensure practices support hiring and retention of a diverse archival workforce. Publish guidance and recommendations for archives and archivists to use at their repositories and places of employment.
WHY: Hiring, supporting, retaining black, Indigenous, and people of color (BIPOC), archives workers is a priority. - Equity is a concern, and SAA should contribute to transparency in the recruitment process (including requiring pay scales in job postings) and advocating for a living wage for all archivists. - Community building at the local/organizational level should be addressed, archives workers should be hired into supportive and inclusive communities where they can thrive at and outside of work.

Strategy 1	Task/Action Title
1.1	**Salary reporting and inclusive job descriptions**
	-require salary reporting on SAA job board [COMPLETED]
	-research and develop guidelines for appropriate (and aspirational) salaries for archival workers
	-develop and distribute guidelines for creating inclusive job descriptions and posting
1.2	**Contingent labor and pathways to a secure career for BIPOC, LGBTQIA+, and disabled archival workers**
	-review and adopt recommendations regarding contingent labor based on existing documentation
	-develop guidelines and best practices for making diversity fellowships a pathway to a secure career
	-address the issue of retention and professional development/advancement for BIPOC, LGBTQIA+, and disabled mid-career archivists and archival workers - advancement pathways to leadership and management roles
	-research pathways to a secure career as an archivist or archival worker that doesn't require higher education credentials
1.3	**Conduct A*CENSUS on a regular schedule**
1.4	**Provide/increase financial support for BIPOC archives workers**

		-increase funding for Mosaic scholarships
		-provide support for a Mosaic scholarship network to build community among recipients
		-increase number of Mosaic scholarship recipients, and amount given for each recipient
		-create plan to retain Mosaic scholarship recipients as SAA members and archival workers
		-explore other ways to financially support BIPOC archives workers
		-strategy for retention of Mosaic scholars within SAA and the profession
		-support for Indigenous archival workers through NAAS, and work with ATALM to identify what's needed + partnering with them on implementation strategies
		-see 4.2
		-create and/or advocate for scholarships or funding for BIPOC, trans and gender diverse PhD students and study
		-increase funding for SAA-related professional development and travel
	1.5	**Recruit diverse students into the profession**
		-work with grad and undergraduate programs and high schools to recruit diverse students into the profession
		-develop outreach programs for these audiences: grad, undergrad, high school
		-develop manager training on addressing and interrupting micro-aggressions, and dismantling white supremacy culture in the workplace
		-ensure grad programs are aware of SAA's Best Practices for Internships as a Component of Graduate Archival Education
	1.6	**Provide archives workers and archival organizations resources for community building**
		-work with human resources (HR) or organizations in the community to provide new hires with local guides promoting and showcasing BIPOC owned businesses and services (e.g., Black Pages)
		-pilot and/or create guidance for creating affinity or employee resource groups that bring together archives workers who share cultural commonalities
		-create training for archivists on community building/asset based development
	1.7	**Provide/increase financial support for archives workers with disabilities and caregivers**
		-explore ways to financially support archives workers with disabilities and caregivers
		-create and/or advocate for scholarships for funding students with disabilities and caregivers

2. STRUCTURAL BARRIERS
GOAL: Examine and eliminate structural barriers that exist within SAA, so that leadership represents membership. Design inclusive and accessible spaces for members, both physical and digital.
WHY: Leadership, hiring committees, and panelists at our annual meetings should be as diverse as our membership. The services we provide should be inclusive and accessible to our membership.

Strategy 2	Task/Action Title
2.1	**Include consideration of equity and inclusion when determining membership costs.**
	-collect data on compensation that includes race and disability status as a demographic dimension
	-investigate membership dues model - away from income-based, taking into account student loans, debts, etc.
2.2	**Diversify leadership in the organization: address the issue of predominantly white, cisgendered, neurotypical, and able-bodied leadership.**
	-research and implement models in use at other organizations
	-focus on recruitment and retention of BIPOC, LGBTQIA, and disabled members - with the Membership Committee, design a strategy for recruiting and retaining a diverse membership
	-eliminate "for life" positions within SAA component groups
	-examine guidelines and process for SAA fellows nomination and award to ensure it is inclusive of all members
2.3	**Revise calls for participation in conferences and publishing opportunities to be more inclusive.**
	-implement new guidelines for annual meeting panels that factor and encourage diversity of speakers/presenters/perspectives
	-encourage/offer networking and/or affinity groups model for members (i.e. member resource groups/networks)
	-develop a mentorship program specific to publishing (w/ SAA)
	-encourage single papers that can be grouped/placed with panels missing a broad range of perspectives
	-encourage/provide a platform for formation of diverse proposals - akin to the networking documents that already exist
	-encourage an "Own Voices" requirement or guideline to the annual meeting program committee and publishing program: if an outsider is proposing to present on another's work or experience, would this be better contributed by a member of the group being discussed?

2.4	**With the Membership Committee, identify inclusive and supportive services for members.**	
	-see 1.6; 2.7	
	-empower the Host Committee to implement inclusive and supportive services at physical and virtual venues at annual meetings	
	-encourage/offer networking and/or affinity groups model for members (i.e. member resource groups/networks)	
	-focus on recruitment and retention of BIPOC, diverse sexualities and genders, and disabled members - with the Membership Committee, design a strategy for recruiting and retaining a diverse membership	
	-develop a new member onboarding program with DEIA focus	
	-implement new member cohort program for connection and networking	
	-support trans inclusion through including pronoun options whenever applicable, instructing speakers and moderators to use gender neutral language, ensuring gender neutral restrooms at meetings and events	
2.5	**Transparent and inclusive planning and leadership.**	
	-implement diversity statements as a requirement for SAA leaders [COMPLETE]	
	-implement a more inclusive strategic planning process, engaging the membership in strategic planning, rather than just leadership and Council	
2.6	**Provide more local and regional opportunities for participation**	
	-examine annual meeting model and provide recommendations for accessible (physically and financially) meeting cadence and location	
	-host or partner on joint meetings, pop-ups, and other outreach efforts with regional, local, and allied professional organizations	
2.7	**Ensure physical and digital spaces and services are inclusive and accessible, considering learning styles and abilities, physical/sensory and cognitive abilities, and lived experiences**	
	-explore WCAG 2.0/2.1 compliance for SAA website	
	-provide accessibility guidance to component groups for microsites and other websites and services	
	-ensure SAA-developed communications, presentations, publications, and education programming is accessible and inclusive	
	-provide guidance, in the form of best practices, to presenters to improve presentation accessibility	
	-ensure the built spaces that SAA operates in and/or uses are physically accessible to our membership	

3. DEI TRAINING AND EDUCATION FOR ARCHIVES WORKERS

GOAL: Develop and offer DEI training for members and incorporate issues of equity and inclusion in all course and certificate offerings.

WHY: The work of inclusion is both personal and institutional. We want to provide resources to archives workers that ensure they can make changes to discover their own bias, and help push the profession forward.

Strategy 3	Task/Action Title
3.1	**Review SAA's educational offerings, and ensure that courses and certificates cover issues of diversity, equity, inclusion, accessibility, community building, anti-racism, and trauma-informed archival practice**
	[NOTE, this has been identified by the Diversity Committee as a desired first step/set of actions]
	-establish ongoing review of course offerings via course evaluation forms and regular audits
	-hire an outside reviewer to evaluate current SAA educational offerings and establish courses that address cultural humility
	-offer free webinars that advance cultural humility
	-offer free webinars that guide members through evolving professional standards
	-explore adding a DEIA course program
	-encourage an "Own Voices" component to the training/educational program: would this be better designed and led by BIPOC, LGBTQIA+, and/or disabled people?
	-see 4.4
3.2	**Provide easy access to existing resources for archivists on anti-racism and DEIA topics**
	-create a core reading list and advocate inclusion of those same resources on Academy of Certified Archivists (ACA) reading list and exam
	-facilitate discussion, learning, and accountability groups
	-develop an anti-racism toolkit geared towards archivists
	-create a train the trainer program for DEIA and anti-racism curricula
3.3	**DEIA foundations training for SAA staff and leadership (Executive Committee and Council)**
3.4	**Advocate for DEIA informed curriculum at graduate archival programs**
	-work with programs to include DEIA and cultural competency programming/training as part of curriculum
	-provide toolkit for students to start conversations with administration/faculty and/or

	form resource or affinity groups
	-see 1.4 - scholarships and funding for PhD study

4. ARCHIVAL PRACTICE

GOAL: Ground our core archival practice in DEI principles.

WHY: Our collecting and descriptive practices should represent our DEIA work and re-center the narrative within our collections by fostering relationships with the communities in which we work, revisiting legacy description, and contextualizing the historical record.

Strategy 4	Task/Action Title
4.1	**Support critical reexaminations of descriptive practices and language used for description, narratives, and exhibits. Promote inclusive language.**
	-create or endorse guidance or best practices reparative description
	-create or endorse guidance or best practices for public service audits
	-ensure new and existing standards are evaluated for biased and harmful language and/or practices and revised accordingly
	-create new/revise existing standards related to DEIA in consultation with the SAA Diversity Committee
	-create training or guidance on advocating with funders (institutional or donor) to support community building projects and other types of inclusive outreach
	<mark>-ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards</mark>
	-create a directory of committees, institutions, and individuals working on this topic - build together rather than separately
4.2	**Build and sustain relationships with BIPOC communities to better support community archives.**
	- SAA Foundation grant for community archives fellow program (or another sponsor or funder)
	- Funding that supports archival projects that do not require an archivist on staff, which is a barrier for many community archives to qualify for existing funding
	- create resource toolkit ("backpack") for community archives
	- develop a program for free training and consultation for community archives
	-build strategies for the direct and undirected support of memory workers in community settings
	-see 4.1
	-See 1.6
4.3	**Support post-custodialism, radical empathy, communication, and ethics in**

		collecting.
		-offer trainings and educational offerings on these topics to membership
		-develop and/or endorse standards, guidelines, or best practices on these areas/topics
		-ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards
		-create training or guidance on advocating with funders (institutional or donor) to support community building projects and other types of inclusive outreach
		-See 1.6
	4.4	**Address the shortcomings of archival description and the presence of bias.**
		-create a statement/guidelines/best practices that address the shortcomings of archival description and the presence of bias.
		-ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards
		-promote and encourage the use of this statement publicly, on archival description/finding aids
		-create a directory of committees, institutions, and individuals working on this topic - build together rather than separately
	4.5	**Address the shortcomings of archival collecting and the presence of bias.**
		-create a statement/guidelines/best practices that addresses the shortcomings of archival collecting and the presence of bias.
		-ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards
		-promote and encourage the use of this statement publicly, on archival accession records and in donor agreements.
	4.6	**Create guidance on inclusive reference/reading room practices**
		-promote and encourage the adoption and use of these practices
		-ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards