EN 6: Employee Educators Program

3 points available

A. Credit Rationale
This credit recognizes institutions that coordinate programs in which faculty and staff members educate and mobilize their peers around sustainability initiatives and programs. Engaging faculty and staff in peer educator roles can help disseminate sustainability messages more widely and encourage broader participation in sustainability initiatives.

B. Criteria
Institution administers or oversees an ongoing faculty/staff peer-to-peer sustainability outreach and education program.

In the program, employee sustainability educators are formally designated and receive formal training or participate in an institution-sponsored orientation. The institution offers financial or other support to the program.

This credit recognizes ongoing programs that engage employees on a regular basis. For example, employee educators may represent or be responsible for engaging workers in certain departments or buildings. Thus, a group of employees may be served (i.e. directly targeted) by a program even if not all of these employees avail themselves of the outreach and education offerings.

Training and/or professional development opportunities in sustainability for staff are excluded from this credit. These activities are covered in EN 8: Staff Professional Development.

C. Applicability
This credit applies to all institutions.

D. Scoring
Institutions earn the maximum of 3 points for this credit by having a peer-to-peer educator program that serves (i.e. directly targets) all employees (full- and part-time staff and faculty). Incremental points are awarded based on the percentage of employees served by the peer-to-peer educator program. For example, an institution with a program that serves 50 percent of all employees would earn 1.5 points (half of the points available for this credit). Points earned are calculated according to the following table:
Enter values as indicated below to calculate points earned for this credit
Points will be calculated automatically when data are entered in the STARS online Reporting Tool

<table>
<thead>
<tr>
<th>Factor</th>
<th>Multiply</th>
<th>Number of Employees Served by a Peer-to-Peer Outreach Program</th>
<th>Divide</th>
<th>Total Number of Employees</th>
<th>Equals</th>
<th>Total Points Earned</th>
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**Scoring Example: Employee Educators Program**

Example College employs 500 people. The university has two peer-to-peer outreach programs for which the institution selects employees to serve as educators, offers a formal designation or title to the educators, provides formal training to the educators in how to conduct sustainability outreach, and dedicates staff time to coordinating the programs.

1) Example College’s Academic Department Green Teams train educators to represent their departments. All academic departments at Example University participate in the Green Teams and have at least one representative who serves on the institution-wide Green Team. This program serves 200 employees (the employees affiliated with an academic department).

2) Example College’s maintenance department has designated Sustainability Ambassadors who are tasked with conducting sustainability outreach and training to fellow maintenance workers. All 50 employees on the maintenance crew are served by this program.

The remainder of the college’s employees are not served (i.e. directly targeted) by the program.

Total number of employees served by a peer-to-peer outreach program = 200 + 50 = 250

<table>
<thead>
<tr>
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<th>Multiply</th>
<th>Number of Employee Served by a Peer-to-Peer Outreach Program</th>
<th>Divide</th>
<th>Total Number of Employees</th>
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E. Reporting Fields

Required
- An indication of whether the institution administers or oversees an ongoing faculty/staff peer-to-peer sustainability outreach and education program that meets the criteria for this credit
- An affirmation that the submitted information is accurate to the best of a responsible party’s knowledge and contact information for the responsible party. The responsible party should be a staff member, faculty member, or administrator who can respond to questions regarding the data once submitted and available to the public.

Conditional
Required if the institution is reporting a faculty/staff peer-to-peer sustainability outreach and education program:
- Number of employees (staff + faculty, headcount)
- For each peer-to-peer outreach program, report
  - Program name
  - Number of employees served by the program (headcount)
  - A brief description of how the employee educators are selected
  - A brief description of the formal training that the employee educators receive
  - A brief description of the staff and/or other financial support the institution provides to the program

Optional
- Total number of hours employee educators are engaged in peer-to-peer sustainability outreach and education activities annually
- The website URL for the employee outreach and education program(s)
- Notes about the submission

F. Measurement

Timeframe
Report on current program status and offerings.

Sampling and Data Standards
Include all full- and part-time staff and faculty; reporting on a sample or subset of employees is not allowed.