

**Bloomberg School of Public Health
Faculty Diversity Action Plan Summary, Fall 2016**

Goals/Strategies	Actions/Activities, including Assessment/Measurement Criteria	Responsible Parties	Deadline for Completion
1.0. Recruitment.- Search Practices - Establish and Implement Protocols for Faculty Searches, identified in FDI – Best Practices for Faculty Searches	<i>More detailed information, including implementation, is available in the JHSPH Faculty Diversity and Inclusion Plan document</i>		
1.1. Benchmark Availability Pools for all faculty searches	1.1. Data regarding the pool of potential applicants, such as that provided by the Survey of Earned Doctorates (SED) or the Association of Schools and Programs in Public Health (ASPPH) can provide information about the numbers of women and under-represented minorities entering relevant disciplines. However, because some departments in the SPH are not discipline-based, it can be difficult to ascertain relevant information. Moreover, because specific searches can be from a variety of sub-specialties within departments, single source data are not always informative. Finally, it is important to recognize that benchmarking provides a floor, not a target, for expectations regarding recruitment. Both general and more specific data relevant to potential searches from SED and ASPPH will be provided to departments by the Dean's office, but departments are also expected to maintain their own benchmarking database relevant to the field and conduct a benchmarking evaluation when needed based on specifics of the search.	1.1. Staff: Office of Academic Affairs and departments.	1.1. October 2016.
1.2. Unconscious Bias Training for all search committee members	1.2. Social stereotypes based on gender, race or ethnicity can exist outside of conscious awareness. Although the most compelling testimony is often based on an individual's own experience, provision of standard material can serve to equilibrate the type of information provided across committees and reduce preparation burden on the diversity advocate. Two types of materials will be developed and provided to the diversity advocate for presentation at the initial faculty meeting: (a) A PPT presentation based on materials that are part of "Diversity Matters: Faculty Searches at JHU" which is a course currently available to faculty in MyLearning. This course was prepared by Caroline Laguerre-Brown, former JHU Vice Provost and Chief Diversity Officer, and her staff who have graciously provided us with the core material. We are revising and customizing that presentation for the JHSPH environment. Although the option of requiring all search committee members to take the on-line course prior to meeting was considered, providing the material in a group setting allows for interaction and discussion. (b) A video presentation of JHSPH faculty sharing their own views on inclusion and diversity, including stories relating key experiences throughout their career related to their gender, race, ethnicity and many other facets of identity. Integration of personal stories can provide a powerful incentive for search committee members to commit to the process of identifying and recruiting faculty members that reflect and enhance the mission of the School. It is also expected that this video, which will be posted on our website, will serve as a recruitment tool.	1.2 (a) Vice Dean for Research & Faculty. 1.2 (b) Vice Dean for Research & Faculty and the Diversity Advocate Network.	1.2 (a). October 2016. 1.2 (b). April 2017.
1.3. Diversity Advocates assigned to all search committees	1.3. Although the recommendation is to appoint a diversity advocate to each committee, experience suggests that randomly assigning this duty to an individual who may lack training, awareness, or investment in the process can be an exercise that looks good on paper but without real benefit. Instead we have developed a more consistent and impactful approach. Each department will identify at least one faculty member (two in large departments) to serve as the point person(s) to represent the department's diversity approach and to ensure compliance with the University's and School's plan. This individual will serve as liaison between the Dean's office, department, and search committees. Together, the ten (or more) appointed diversity advocates	1.3. Department chairs; departmental diversity advocate, Vice Dean for Research & Faculty	1.3. October 2016.

	will comprise the Diversity Advocates Network which will serve as a networking group for those individuals while also a source of advice to the Dean's office on topics related both to recruitment and retention. While it is neither expected nor desirable for departmental diversity advocates to serve on all departmental searches, they will attend the initial meeting of each search committee in their department and will be responsible for providing information regarding the School's policies on search accountability, unconscious bias in the search process and the value of diversity. In addition, they will be responsible for making sure the committee has access to the outreach and benchmarking materials compiled within the department and provide input and advice, as needed, as the committee progresses with the search. Departments are responsible for identifying this individual(s) and, in recognition of the administrative burden that this role might entail, determining whether to provide compensation by relief from other duties or in terms of effort support.		
1.4. Divisional Leadership Oversight of all candidate short lists prior to campus interviews	1.4. Each faculty search committee will include at least one qualified under-represented minority candidate on the interview list and, for fields with under-representation of women, a woman candidate. If the list of finalists does not include any under-represented minority candidates or women candidates from departments that lack gender parity, the chair of the search committee must write a memo explaining the circumstances that resulted in the limited interview pool, and include supportive information, such as benchmarking data for that discipline/specialty. The list of finalists for all faculty searches, summary characteristics for the applicant pool (based on Interfolio data) along with an explanatory letter when needed, will be reviewed and discussed with the Diversity Advocate before providing to the Vice Dean for Research & Faculty for approval before on-site interviews can be scheduled. All faculty searches are coordinated by the senior staff member for the Appointments and Promotions Committee who will track and confirm submission of this list.	1.4. Department chairs; departmental diversity advocate, Search committee chairs; Vice Dean for Research & Faculty; A&P committee staff	1.4. September 2016.
1.5. Completion of final search activities summary/report for all faculty searches	1.5. Applicant and finalist data will be compiled through Interfolio and submitted to the Vice Dean for Research & Faculty prior to finalization. These data will be updated upon selection of the final candidate. An annual report on under-represented minority representation will be prepared and presented annually to the JHSPH Advisory Board and the Committee on Equity, Diversity and Civility. The report will include annual updating of URM by faculty ranks in the School, compiled search committee data (applicants and finalists) for the year, time in rank for under-represented minority, and a report on URM faculty members who have resigned in the prior year. The report will be reviewed in tandem with the annual analysis of faculty salaries by gender and minority status.	1.5. Vice Dean for Research & Faculty	1.5. May 2017 and annually thereafter.
2.0. Recruitment.- Search Tools - Utilize FDI Funding Mechanisms	<i>Hiring any new faculty member is a resource-intensive process which has become particularly fraught in the current federal funding environment, on which divisions such as JHSPH are heavily dependent. Centrally administered financial support of efforts to increase faculty diversity in the School has been extremely helpful. In the past, the School took advantage of the university's MOSAIC program, with a total of five new faculty members receiving support from this program. MOSAIC has been supplanted with a more recent slate of opportunities, which have been widely disseminated to the School's leadership.</i>		
2.1. TOP	2.1. To date, three applications for highly qualified individuals have been submitted and two have been awarded for recruitment of African-American faculty members in the Departments of Epidemiology and Environmental Health Sciences	2.1. Vice Dean for Research & Faculty/Department Chairs.	2.1. Ongoing.
2.2. Establish a visiting faculty program	2.2. To date, the School has been awarded funds for one Visiting Scholar, a Native American faculty member in the Department of International Health	2.2. Vice Dean for Research & Faculty/Department Chairs.	2.2. Ongoing.
2.3. Establish a postdoctoral fellowship program	2.3. To date we have had two Diversity Postdoctoral fellowships awarded. This is a very useful program as it allows the School to identify potential new faculty recruits while introducing awardees to the School	2.3. Vice Dean for Research & Faculty/Department Chairs.	2.3. Ongoing.
2.4. Research Award	2.4. None to date.	2.4. Vice Dean for Research & Faculty/Department Chairs.	Ongoing, as nominations for research awards arise.

3.0. Resources - Description of resources, investments, reallocations, personnel required to achieve goals described above

Many of the activities described in the JHSPH Faculty Diversity and Inclusion Plan will be absorbed as expanded portfolios of several existing members of the JHSPH. These are principally distributed to the Vice Dean for Research & Faculty and an individual in Academic Affairs who staffs the Appointments and Promotions Committee. Departmental chairs, search committee chairs, and senior departmental administrative coordinators will all bear additional burden and responsibility. Department chairs may wish to provide compensation, either in salary support or reallocation of commitments, to newly appointed departmental Diversity Advocates. Modest resources needed for production of new committee training materials will be charged to the budget of the Office for Academic Affairs. The cost for production of a video described in 1.2b is not currently known but will likely rely on internal video production resources.