

School of Medicine
Faculty Diversity Action Plan Summary, Fall 2016

Goals/Strategies	Actions/Activities, including Assessment/Measurement Criteria	Responsible Parties	Deadline for Completion
<p>1.0. Recruitment.- Search Practices - Establish and Implement Protocols for Faculty Searches, identified in FDI – Best Practices for Faculty Searches</p>			
<p>1.1. Identify and benchmark Availability Pools for all faculty searches</p>	<p>1.1. Identify institutions particularly successful at producing women and/or underrepresented in medicine (UIM) doctorates and/or post-doctorates in specific fields/specialties. Special emphasis on specific departments with relatively low representations of women, African Americans, Latinos, and/or other racial/ethnic minority groups, with the goal to implement across all SOM departments. Update existing ODCC website to include additional resources targeted to women and minorities in medicine and science, to use as a resource guide.</p> <ul style="list-style-type: none"> • Search committees must demonstrate “good faith efforts” to diversify the applicant pool by proactively and aggressively recruiting for all open positions, including utilizing professional contacts, engaging in formal and informal networking, utilizing non-traditional advertising such as social media and on-line publications, discussing the position among members of relevant membership in professional organizations, affinity groups, and specialty societies. Additional approaches may include participating in national conferences and attending talks given by promising women and URM scholars and engage with them afterwards; visit mixers, parties and professional development events for women and underrepresented minorities, lastly; ask colleagues for recommendations of diverse faculty to connect with during the conference. Speak with current underrepresented faculty for recommendations of promising women and URM scholars and particularly URM junior faculty members, since they are closer to the pipeline of doctoral/post-doctoral trainees, and may likely have excellent recommendations. Scan peer institution departmental websites to review faculty profiles. Visit websites of nationally, prestigious fellowship/award programs targeting women and underrepresented groups (i.e., UCF/Merck, Ford Foundation). • Basic Science Departments are recommended to (1) create a standing faculty and graduate/postdoc student committee to cultivate a diverse slate of potential candidates for current and future positions; (2) conduct periodic reviews of recipients of major awards in specified fields as potential faculty candidates; and (3) engage in outreach with current diverse post-docs to encourage them to apply for faculty openings. <p>NOTE: Women and underrepresented minority candidates are often highly sought by other peer institutions. Many current diverse faculty indicated that they were encouraged to apply by someone in their department. The personalized outreach approach is quite successful and demonstrates a sincere interest in a candidate’s candidacy. Research suggests that personal outreach is the single most effective tool for building and diversifying the pool.</p>	<p>1.1. Search committee chairs(s).</p>	<p>1.1. Fall 2016.</p>
<p>1.2. Diversity Advocates assigned to all search committees</p>	<p>1.2. A designated diversity advocate will serve on all search committees throughout the entire search process, from start to finish. This person will monitor the “inclusiveness” of the candidate pool and search procedures. The designated diversity advocate can be any person regardless of race, gender, religion, sexual orientation or any other demographic attribute and will lead the effort to identify excellent diverse potential candidates and encouraging them to apply. For small departments, consideration of an outside faculty member from another department with relevant exper-</p>	<p>1.2. Search committee chairs(s).</p>	<p>1.2. Fall 2016.</p>

	tise could also serve in this capacity. Once the diversity advocate is selected, the search committee chair(s) will submit the name of this advocate to the Vice Dean of Faculty or the Associate Dean of Diversity prior to start of a search for approval.		
1.3. Unconscious Bias Training for all search committee members	1.3. All search committee members, either via in-person (preferred) or on-line will participate in bias training. Certificate upon completion is required. Individuals who have participated in at least one in-person bias training, can opt out.	1.3. Office of Diversity & Inclusion.	1.3. Current, ongoing.
1.4. Divisional Leadership Oversight of all candidate short lists prior to campus interviews	1.4. Vice Dean of Faculty or Associate Dean of Diversity will review short-lists of candidates to ensure FDI objectives are met.	1.4. Vice Dean of Faculty	1.4. January 2017.
1.5. Conduct inclusive interviews.	<p>1.5. Develop a campus visit interview itinerary to include the following:</p> <ul style="list-style-type: none"> • Provide an opportunity for candidates to meet and interview with underrepresented faculty, trainees, and staff (when possible). • Schedule a time to meet with the Associate Deans of the Office of Women in Medicine and Science, Associate Dean of Faculty Diversity, and/or other senior level women/underrepresented administrators to discuss resources and opportunities. • Determine other important members across the School of Medicine and/or University that may positively influence women/underrepresented candidates (i.e., DOM's Women's Task Force). • Incorporate time for candidates to view surrounding communities, housing options, cultural amenities, etc. <p>NOTE: Women and underrepresented minority candidates may question the institution's commitment to diversity and inclusion when individuals or groups listed on their campus visit itinerary do not fulfill their obligations as part of the search; this will be made clear to all faculty invited to meet with prospective candidates.</p>	1.5. Search committee, all faculty	1.5. Current, ongoing.
1.6. Completion of final search activities summary/report for all faculty searches.	1.6. A Candidate Pool Report must be compiled and submitted to the Vice Dean of Faculty/Associate Dean of Diversity to ensure that recruitment efforts were broad and inclusive, and the pool data demographics reflect the availability data.	1.6. Search committee chair(s).	1.5. October 2016.
2.0. Recruitment.- Search Tools - Utilize FDI Funding Mechanisms			
2.1. TOP	2.1. Identify internal/external diverse candidates who qualify for the TOP program, encourage department directors to meet with the Vice Dean of Faculty/Associate Dean of Diversity to discuss and submit an application for consideration.	2.1. Department Directors, Diversity Council Chairs, Division Chiefs, Search committee chairs, all faculty.	2.1. As of date, 13 applications were submitted to Office of Provost that are currently under review/approved; ongoing.
2.2. Establish a visiting faculty program	2.2. Establish a Diverse Faculty Advisory Board charged with identifying diverse talent (faculty at all ladder ranks and department leadership) for visiting faculty program and formal oversight of these processes.	2.2. Vice Dean of Faculty/Associate Dean of Diversity.	2.2. October 2016.
2.3. Establish postdoctoral fellowship program	2.3. The Diverse Faculty Advisory Board mentioned above will also be charged with identifying diverse talent for postdoctoral fellowship program and formal oversight of these processes.	2.3. Vice Dean of Faculty/Associate Dean of Diversity.	2.3. October 2016.
2.4. Research Award	2.4. Recommend and nominate talented faculty who qualify for the Office of Provost Award for Excellence in Diversity and Inclusion Research.	2.4. Vice Dean of Faculty, Department Directors, all faculty.	2.4. 2016 inaugural award recipient, Dr. Lisa Cooper.

3.0. Resources - Description of resources, investments, re-allocations, personnel required to achieve goals described above			
3.1. Faculty support for FDI programs and events		3.1. Dean's Office, Vice Dean of Faculty, Office of Diversity & Inclusion	3.1. Current, ongoing.