

**Whiting School of Engineering  
Faculty Diversity Action Plan Summary, Fall 2016**

Goals/Strategies	Actions/Activities, including Assessment/Measurement Criteria	Responsible Parties	Deadline for Completion
<p><b>1.0. Recruitment.- Search Practices - Establish and Implement Protocols for Faculty Searches, identified in FDI – Best Practices for Faculty Searches</b></p>			
<p><b>1.1. Benchmark Availability Pools for all faculty searches</b></p>	<p>1.1. Search committees will analyze data of U.S. degree recipients by race/ethnicity and gender (Survey of Earned Doctorates, IPEDS), to estimate potential pools of URM or women applicants for tenure or tenure track positions that are specific to the specialty area(s). Other sources of data (i.e. data from American Society of Engineering Education) will be used to accurately estimate pools.</p> <ul style="list-style-type: none"> <li>• Based on availability data, each search chair will develop a plan for the search which includes the position ad, the recruitment strategies, diversity advocate and search committee membership.</li> <li>• Vice Dean will review search plans to ensure analysis of availability pool and identification of inadequately engaged groups is referenced in search strategy.</li> <li>• Diversity Advocate will help to track and monitor outreach strategies including:               <ul style="list-style-type: none"> <li>○ places where ad is placed to see if it targets underrepresented groups (type and frequency of online advertisements in diversity-focused organizations, journals)</li> <li>○ personal outreach to individuals and institutions known for producing URM PhD candidates.</li> </ul> </li> </ul>	<p>1.1. Search Committee Chair -Vice Dean for Faculty.</p>	<p>1.1. May 2016.</p>
<p><b>1.2. Unconscious Bias Training for all search committee members</b></p>	<p>1.2. Research suggests that faculty led workshops/dialogues on unconscious bias are more effective and meet with less resistance than mandatory training. Whiting will move towards faculty led workshops that address not only unconscious bias but stereotype threat and other factors that impact evaluation of women and minorities.</p> <ul style="list-style-type: none"> <li>• Associate Dean for Diversity &amp; Inclusion(ADDI) will work with diversity advocates to structure workshop topics and develop materials (online and in-person) on unconscious bias relevant to each field/discipline (completed by Fall 2017)</li> <li>• Currently, all members of search committees have two options for unconscious bias training: In person training with ADDI or online training using the Office of Institutional Equity modules.</li> <li>• Diversity Advocates and ADDI will work together to evaluate the content and delivery of workshops modules annually</li> </ul>	<p>1.2 ADDI, Diversity Champions and Search Chair</p>	<p>1.2. January 2018.</p>
<p><b>1.3. Diversity Advocates assigned to all search committees</b></p>	<p>1.3. Before the search begins, search committee chair or department chair will designate a diversity advocate to lead all diversity related activities during the search (preference given to senior faculty).</p> <ul style="list-style-type: none"> <li>• Once identified, the ADDI will work closely with the diversity advocate to ensure understanding of roles and responsibilities and will provide resources for the search committee.</li> <li>• Diversity advocate will monitor the pool of applicants, lead the recruitment/outreach to minority candidates, help to secure a diverse pool, ensure that all applicants get a fair review/evaluation.</li> <li>• Diversity advocate should discuss whether the short list is sufficiently diverse compared to the applicant pool.</li> </ul>	<p>1.3. Department chair/ search chair, Diversity advocate, ADDI and Human Resources</p>	<p>1.3. May 2016.</p>

	<ul style="list-style-type: none"> <li>The Dean's office will track submissions of preliminary affirmative action reports which describe the demographics of the applicant pool (utilization report) and specific actions taken to broaden the candidate pool <i>before</i> interview list is developed.</li> </ul>		
<b>1.4. Divisional Leadership Oversight of all candidate short lists prior to campus interviews</b>	<p>1.4. The interview list should strive to include at least one URM candidate or woman candidate (for fields where women are underrepresented).</p> <ul style="list-style-type: none"> <li>The search committee chair will forward the interview list to the appropriate vice dean of faculty for review.</li> <li>The vice dean will review the selection of those who will be invited for campus interviews to ensure that qualified candidates who would bring diversity have been appropriately considered. Upon review, the Vice Dean can defer moving the search process to the next stage until a greater proportion of female and URM applicants have been included.</li> <li>If the list of finalists does not include any women or underrepresented minority candidates, the chair of the search committee shall write a memorandum to the Vice Dean and Dean explaining the circumstances that resulted in the limited interview pool.</li> <li>The Office of the Dean will track and report number of interview offers/short list candidates by race, ethnicity, gender for each department.</li> </ul>	1.4. Search Chair, Diversity advocate, Vice Dean and Dean.	1.4. May 2016.
<b>1.5. Completion of final search activities summary/report for all faculty searches</b>	<p>1.5. Search chair will submit a brief bullet point summary of the search process along with the final affirmative action report after candidate accepts an offer. The summary should outline who was selected for the position, the basis for that selection, recruitment methods, evaluation, rubric /process and applicant pool for each stage of the search.</p> <ul style="list-style-type: none"> <li>The Affirmative Action Report is generated in the Faculty Applicant Summary System once the search is completed.</li> <li>Dean's office will track ratio of offers to prospective faculty and acceptance of those offers by race, ethnicity, gender and other categories supporting diversity annually.</li> <li>Vice Deans will track candidates who reject offers and identify which institution was selected instead. Additionally the Dean's Office will gather and evaluate candidate feedback of interview process and campus visit.</li> </ul>	1.5. Search Chair & Vice Dean.	1.5. May 2016.
<b>2.0. Recruitment.- Search Tools - Utilize FDI Funding Mechanisms</b>			
<b>2.1. TOP</b>	<p>2.1. Faculty will be encouraged to actively identify outstanding URM scholars who have the potential to bring unique/innovative research projects that advance the translational mission of Whiting.</p> <ul style="list-style-type: none"> <li>The Vice Dean will <ul style="list-style-type: none"> <li>solicit nominations for TOP requests from department chairs</li> <li>Review nominations with the Dean to decide which requests will be submitted for funding</li> </ul> </li> <li>Dean's office will track <ul style="list-style-type: none"> <li>number of TOP requests by department (which departments are actively recruiting and pursuing TOP funding)</li> <li>Track number of TOP approvals</li> <li>TOP Hires (percentage yield with TOP funding)</li> </ul> </li> </ul>	2.1. Department chairs and Vice Dean.	2.1. May 2017.
<b>2.2. Visiting Professors</b>	<p>2.2. Visiting professor program will be leveraged in the following ways:</p> <ul style="list-style-type: none"> <li>To cultivate relationships with faculty from HBCUs, HIS's and Minority Serving institutions.</li> <li>To identify and sponsor URM faculty from peer institutions who offer innovative areas of research or intellectual projects that would the goals of our interdisciplinary centers and program.</li> </ul>	2.2. Department chairs, faculty sponsors and Vice Deans.	2.2. Ongoing.

	<ul style="list-style-type: none"> <li>To seek out scholars who teach unique courses that would add value/diversity to the curriculum and who are skilled in creating inclusive classroom cultures that appeal to our increasingly diverse undergraduate population.</li> <li>To encourage the inclusion of diverse speakers and topics in seminars, conferences and colloquium series. <ul style="list-style-type: none"> <li>The Dean's office will develop an instrument to evaluate the experience of visiting professors (particularly those who stay for a semester or more) and maintain a central database of all visiting professors by department to use as future contacts for searches.</li> </ul> </li> </ul>		
<b>2.3. Postdoctoral Fellowship</b>	<p>2.3. We plan to leverage this funding mechanism to recruit promising URM scholars in the following ways:</p> <ul style="list-style-type: none"> <li>departments will be asked to identify top URM doctoral candidates currently in our graduate programs</li> <li>faculty can seek candidates from their professional networks</li> <li>publicize the opportunity to outstanding URM scholars from outside institutions at conferences and other professional organizations that attract URM talent</li> <li>Faculty nominations must be vetted through the department chair, who will then forward candidate information and materials to the Vice Dean for submission to the Provost Office.</li> </ul>	2.3. Department chairs and Vice Dean.	2.3. March 2017.
<b>2.4. Research Award</b>	<p>2.4. Vice Dean will send out announcement to solicit nominations for Faculty Diversity Research Award.</p> <ul style="list-style-type: none"> <li>ADDI will identify/recommend faculty (particularly for junior faculty) who fit the criteria for the award and try to nominate at least one candidate from Whiting each year.</li> </ul>	2.4. Department Chairs, Dean and ADDI.	2.4. Ongoing.