

**Tulane University School of Medicine Office of Multicultural Affairs
Faculty Diversity and Inclusion Initiatives: Recruitment, Retention, and Support
At A Glance**

recruitment

Recruitment

- Mandatory use of Interfolio <https://account.interfolio.com/sso>
- All positions must be initiated/opened through Interfolio
- Candidates must apply through Interfolio *before* you interview them
- You must form a search committee for every faculty hire.
- OMA Director or designee must participate on Chair/Chief/Dean/Leadership Search Committees and is available by request for other search committees.
- Bias Training for Search Committees is available through an easy to access on-line module.

Hire Level	Needs Search Committee?	Bias Training Required for Search Committee?
Faculty (all ranks)	Yes	Yes
Board of Regents Endowment Positions	Yes (Must follow BOR Rules for Search Process)	Yes
Chair/Section Chief	Yes	Yes
Dean and/or Full Time Senior Leadership Position	Yes	Yes

- Targeted Diversity Categories for TUSOM for LCME are: Women and Racial/Ethnic Groups who are Underrepresented in Medicine: African American, Hispanic, Vietnamese, Native American/Alaskan Natives, Pacific Islanders

Expansion of Advertising Options to Facilitate *Intentional* Recruitment of a Diverse Workforce
Recommend using at least three non-traditional advertising options for every search. Available options are listed on the back side of this page.

retention

Retention/Support: What is your Department Doing?

- Do you have a meaningful mentoring program?
- Do you understand the distinct challenges that underrepresented faculty face? Have you asked your department to go through cultural competency training?
- Do you have transparent and clearly communicated expectations for promotion and advancement?
- Do you actively reach out and encourage faculty from underrepresented areas to participate in leadership and professional development activities?
- How do you create an inclusive and secure environment in your department? Do you allow inappropriate dynamics among colleagues? Are open secrets tolerated (Professor X is always drunk, Professor Y sexually harasses grad students or Professor Z yells and threatens people)?
- Do you conduct periodic salary reviews so that internal faculty compensation levels are merit-based and not associated with attributes such as gender or race/ethnicity?
- Do you evaluate non-salary forms of compensation and support for appropriateness and equity?
- Do faculty in your department have opportunities to voice concerns and receive feedback through annual or bi-annual meetings with you?

Department-wide, all should be encouraged to participate in all SOM wide initiatives:

- Request Implicit Bias Training and Cultural Competency for your department. Request faculty and staff participate in Train the Trainer sessions.
- Encourage participation in the Biannual Diversity “Grand Rounds” – Open to All Members of TUSOM Community followed by Targeted Health Care Diversity Workshops.
- Have you invited the OMA Director to attend Faculty and Department Meetings?

A Sampling of Posting Options for Outreach to Groups Underrepresented in Medicine

- The National Registry of Diverse & Strategic Faculty (paid for by the university)
<https://www.theregistry.ttu.edu/>
 Account Type: Institutional Account (limited)
 UserName: TulaneOIE2017
 Password: post
- HigherEdJobs (<https://www.higheredjobs.com/default.cfm>) and Inside Higher Ed (<https://careers.insidehighered.com>) – Due to a partnership with Tulane HR, faculty postings are automatically posted here with no charge to the posting department
- Out Professional Network <https://www.prodivnet.com/recruiters/products> \$495.60 days. *This site is a partnership with 8 additional Professional Diversity Networks to post your position, so you get 8 for one price.*

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- Academic Careers Online <http://www.academiccareers.com/> \$275/3 months
 - Academic Diversity Search Inc <http://www.academicdiversitysearch.com/AdvancedSearch.aspx> \$150/45 days
 - American Association of Blacks in Higher Education <https://jobs.blacksinhighered.org/> \$200/30 days
 - American Indian Science & Engineering Society Job Board <https://careers.aises.org/> \$199/30 days
 - Association for Women in Science <https://awis.associationcareernetwork.com/> \$299/30 days
 - Diverse Issues in Higher Education <http://diverseeducation.com/media-kit/online-ad-rates/> \$330/30 days
 - Hispanic Outlook on Education Magazine <https://hispanicoutlookjobs.com/employer-products/> \$260/60 days
 - IMDiversity <https://jobs.imdiversity.com/main/clients/products> \$125/30 days
 - Insight Into Diversity <http://www.insightintodiversity.com> \$339/60 days
 - National Association of Black Cardiologists <https://careers.abccardio.org/employers/> \$250
 - National Organization for the Professional Advancement of Black Chemists and Chemical Engineers <https://www.nobcche.org/career-center> \$250/30 days
 - Out & Equal LGBT Careerlink 2.0 <http://outandequal.org/app/uploads/2016/09/careerlink2.0.pdf> \$300/30 days
 - Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) <https://careercenter.sacnas.org/> \$299/30 Days
 - The Journal of Blacks in Higher Education <http://www.jbhe.com/> \$265/60 days
 - Women in Higher Education <https://www.wihe.com/> \$275/30 days