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

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.

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<tr>
<th>Hire Level</th>
<th>Needs Search Committee?</th>
<th>Bias Training Required for Search Committee?</th>
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<tbody>
<tr>
<td>Faculty (all ranks)</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Board of Regents Endowment Positions</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Chair/Section Chief</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Dean and/or Full Time Senior Leadership Position</td>
<td>Yes</td>
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- 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/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.*

- 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
- 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.abc cardio.org/employers/ $250
- National Organization for the Professional Advancement of Black Chemists and Chemical Engineers https://www.nobcche.org/career-center $250/30 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