



Office of Cultural Enhancement and Diversity Guidelines for Recruiting a Diverse Faculty

The University of Kansas School of Medicine values diversity in all its dimensions, i.e. gender, racial/ethnic, cultural, socioeconomic and geographic diversity. Our goal is to educate, train and employ students and physicians who reflect the diversity of the patients for whom we provide care, the diversity of the state, as well as approach the rich diversity of the nation.

The Office of Cultural Enhancement and Diversity (OCED) leads the diversity efforts for the School of Medicine. We believe that diversity is essential for the highest quality in medical education and research, health care delivery, and community service. OCED ensures diversity in the school by strengthening its capacity to recruit, enroll and graduate diverse students; train culturally competent physicians; recruit a diverse faculty; institutionalize measures to develop and retain a diverse faculty; and expand research on health disparities and health care issues affecting diverse populations.

Patricia A. Thomas, MD, MA
Associate Dean

Guidelines and Resources

The Office of Cultural Enhancement and Diversity (OCED) exists to assist chairs, deans, center directors and search committee members in conducting faculty searches which will increase our effectiveness in building a diverse cadre of faculty.

Pre-interview

- The Associate Dean of OCED is available to discuss institutional diversity initiatives and resources, as well as departmental goals
- Inform the Dean's office and Human Resources about the faculty search.
- Develop a position description online and submit to Human Resources
- When a search committee is formed it should include individuals with broad perspectives, appreciation of diversity, commitment to professionalism, and confidentiality.
- The Equal Opportunity Office is available to brief chairs/deans, center directors and/or search committee regarding EO/AA principles and obligations.

Identification

- Advertise appropriately in a broad range of media to reach a diverse candidate pool.
- Use personal contacts to increase the number of minorities and women in the pool

- Maintain documentation of all applicants, the legitimate, nondiscriminatory criteria used to select applicants and reasons for rejection of candidates not selected. (A sample rating guide is available at <http://www.kumc.edu/eoo/forms/facultyratingguide.pdf>.)
- Send Applicant Information Forms with letters of acknowledgment to all applicants (These forms are available from the EOO.)
- Department Head/Dean/Center Director will review the candidates recommended for interview and ensure that diversity objectives can be met by interviewing the pool that has been selected (To assist with this review, the EOO can provide aggregate information regarding the demographic make-up of the pool.)

Interview

- The Associate Dean and staff of OCED are available to meet with candidates
- Ensure consistent treatment of all candidates during interview, i.e. develop some “standard” questions that will be asked of all candidates.
- Interview questions should be limited to issues related to the position and directed at learning what job-related skills and characteristics the candidate brings to the job, the school, and potentially the University and its community
- Offer the candidates the opportunity to talk to human resource professionals regarding benefits or other personal questions that they may have about employment
- Assess candidate’s characteristics and qualifications for working in an diverse environment
- Introduce to current faculty from a variety of departments and community physicians who may have similar interests and values

Post-interview

- Identify the best qualified candidate(s)
- Recommend candidate(s)
- Department head/dean/center director develop an offer letter
- Offer letters and Financial worksheets to be reviewed by Faculty Affairs and Dean’s Administration prior to mailing
- Obtain Dean’s signature prior to mailing offer letter
- Follow up with candidates can be made by OCED or other faculty or community physicians
- Notify unsuccessful candidates after offer has been accepted
- In accordance with the University’s Recruitment Policy and Procedure, forward search file including CVs, documentation regarding the search/selection process and a completed Applicant Record to the EOO. (The Online Applicant Record is available at <https://www.kumc.edu/eoo/applrcd.html>)

Retention

- Proactive inclusion in orientation and professional development programs,
- Ensure that each successful candidate has at least one professional mentor
- Provide networking and support opportunities
- Ensure annual review and constant review of alignment of professional goals, resources and expectations
- Inform candidates of OCED retention programs and other campus programs aimed at increasing the likelihood of promotion and retention
- Minority Faculty Development Awards
Through the Center of Excellence (a HRSA funded program) faculty development “protected time awards” are available for new faculty recruits (recruitment) and junior faculty (retention efforts) from minority/ethnic groups which are underrepresented in medicine, to protect time or “buy time” back from clinical responsibilities for professional development. To date forty-three Faculty Development Protected Time Awards have been provided to nineteen minority faculty since 1998 amounting to more than \$2,000,000. The Minority Development Advisory Committee, composed junior and senior faculty in the School of Medicine, is responsible for selecting, monitoring progress and providing support to recipients.

Campus and Institutional Recruitment Policies and Procedures

The University of Kansas Medical Center is committed to ensuring equal opportunity. Our equal opportunity/nondiscrimination policy is designed to ensure that faculty, students and others understand their rights and responsibilities (<http://www.kumc.edu/eoo/forms/eo-nondis.pdf>). Our recruitment policy is at <http://www2.kumc.edu/hr/employ/recruitpol.html> and our advertising policy is at <http://www2.kumc.edu/hr/employ/classAds.html>. For inquiries regarding the University's EO/nondiscrimination policies, contact the [EOO Director](#), 1040 Wescoe, 913-588-1206 (V) or 913-588-7963 (TDD). See also: <http://www.kumc.edu/eoo/recruitment.html>

Institutional resources and strategies can be found at the following links:

http://www.hreo.ku.edu/employment/recruitment_search_processes/recruitment_guidelines/guidelines_minority_faculty.shtml and

http://www.hreo.ku.edu/employment/recruitment_search_processes/recruitment_guidelines/diversity_strategy.shtml

Additional resources

Faculty Development

<http://www.kumc.edu/som/facdev/facdev.html>

Local Area Information

<http://www.kumc.edu/Pulse/localarea.html>

Relocation Assistance

<http://www2.kumc.edu/hr/admin/relocasst.html>

New Employee orientation

<http://www2.kumc.edu/hr/training/orient.html>

Diversity Links

<http://www2.kumc.edu/oced/links.htm>

Metropolitan Diversity Resources

<http://www.kcharmony.org/>