



# Department of Biostatistics & Bioinformatics

Duke University School of Medicine

## Role and Responsibilities of Associate Chair for Diversity and Inclusion (2020-2021)

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**Qualifications:** Duke Biostatistics and Bioinformatics Faculty Member and appointed by Chair

**Term:** 3 years (starting 9/2019)

**Salary support:** 5% effort (9/2019 – 6/2020) 10% effort (7/2020- present)

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### Position Description

The **Associate Chair for Diversity and Inclusion** will serve at the discretion of the Departmental Chair to pro-actively foster an inclusive environment in which diverse perspectives and backgrounds are welcome within the Department of Biostatistics and Bioinformatics for faculty, staff and learners. In support of this work, this individual will serve as a liaison to the Duke Office of Diversity & Inclusion and the School of Medicine Inclusion Council. Specific responsibilities are described below and will be conducted in collaboration with the departmental Committee on Culture, Diversity and Inclusion.

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### General expectations

## Culture

- Be visible to faculty, staff and learners as an advocate for D&I
  - Speak annually at student orientation
  - Speak annually (or more) at departmental meetings regarding D&I role/progress
- Collate, understand and disseminate D&I resources at Duke
- Collaborate with the departmental D&I committee to identify opportunities for learning and training, and to coordinate activities

## Administration

- Attend Departmental Executive leadership meetings
- Attend School of Medicine Inclusion Council monthly meetings
- Attend School of Medicine Inclusion Council annual symposium
- Participate in departmental D&I Representative quarterly meetings
- Establish interactions with other departments that have dedicated diversity roles to share best practices and collaborate
- Disseminate information regarding broader School of Medicine initiatives in the diversity and inclusion sphere
- Participate in creation of annual School of Medicine diversity metric report
- Lead the department Committee on Culture, Diversity and Inclusion made up of multiple stakeholders

## Education

- Disseminate School of Medicine resources when appropriate in areas related to diversity and inclusion (including but not limited to cultural/structural competency, bias, racism, sexism, gender inequality, LGBTQ+)

## Data Collection

- Collaborate with the Chair and the Committee on Culture, Diversity and Inclusion to
  - Understand the available data regarding Departmental demographics related to “race”, ethnicity, gender, rank and tenure for faculty, trainees, and staff.
  - Identify gaps in the available data for answering important strategy questions.
- Identify alternative sources of information (i.e. qualitative, case study, focus group) to address gaps in existing data
  - When appropriate, conduct focus groups to capture perceptions of inclusion

## Pipeline/Recruitment

- Engage leadership when appropriate regarding best practices for recruitment and retention as well as assist in creation of search committees and search committee processes.
- At the discretion of the Chair, perform exit interviews of faculty, staff or trainees to identify workplace factors that may have contributed to attrition/turnover.

## Engagement

- Listen and respond appropriately to feedback from faculty, staff and students regarding D&I concerns and/or opportunities for growth
  - Revisit this document regularly to reflect changing feedback and engagement from the department
  - Make sure the role is responsive to the needs of the department
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### Specific goals for 2020-2021 (and progress)

#### Short and medium term

- Speak to the faculty, staff and students at meetings and events
  - Speak to students at orientation (August 12, 2020 and August 19, 2021)
  - Presentation and discussion with the Faculty Search Committee on implicit bias (January 26, 2020)
  - Planned presentation to department on micro-aggression TBD
- Engage the Departmental Committee on D&I
  - Meetings regarding Durham Outreach (January 11, 2021; March 18, 2021; May 6, 2021)
  - See other progress below

#### Long term

- Learn about the Departmental D&I plan/strategy that the Chair prepares for the SoM.
  - Enhance diversity in recruitment. Learn from published documents, other departments, D&I leaders, and our Committee to reconsider how we engage and recruit. Develop a strategy for diverse recruitment.
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### Goals for the Committee on Culture, Diversity and Inclusion (2020-2021)

Starting in November 2019, the following initiatives were prioritized by a process of engagement with all members of the Committee, first to brainstorm initiatives of potential interest and then an anonymous survey gauged level of interest and willingness to lead and/or participate. The following top four initiatives were identified for 2020. In 2021 we have added the initiative to focus diverse recruitment.

- **Student sub-committee: work with students to address student needs.** This was highly prioritized by the Committee with the intention to provide students a space to communicate about Diversity and Inclusion and ensure that our attention is focused on listening to and taking care of the students.
  - The student subcommittee met regularly in 2020 (August 5, 2020; October 21, 2020, March 18, 2021) and contributed suggestions that were implemented during orientation and throughout the year in 2020-2021.
- **Work with Education Program to develop strategies and resources for recruitment of under-represented minority students.** Merit based scholarships are frequently awarded to students in our B&B program to students from diverse backgrounds.
  - We will work with Greg on a proposal for external funding and on outreach to students.

- We will work to increase awareness of the available support for students from diverse backgrounds.
- **Community Outreach working group: provide exposure and experience to Durham high school students.**
  - Meetings regarding Durham Outreach (January 11, 2021; March 18, 2021; May 6, 2021)
  - Initiated connection with Linda Tugurian and Elizabeth Moffitt in DPS
  - Developed a plan for speaker series and example presentations
  - Developed a database of speakers, and key words for presentation topics
  - Continued efforts will
    - i. Initiate speaker series in 2021
    - ii. Connect with professors at NCCU (and other connections) to see how we can similarly connect with college level students to offer exposure, access or opportunities.
- **Survey/Focus groups: how to better support the department?** This activity is on pause, while we first review results for surveys being conducted by the School of Medicine.
- **Enhance Recruitment of diverse candidates.** Dr. Thomas will collate materials related to best practices for enhancing diversity in recruitment and circulate to the Committee on D&I. The Committee will identify initiatives to implement in subsequent candidate searches.

### Prior activities and accomplishments in 2019-2020

- Speak to the faculty, staff and students at meetings and events
  - Introduce my role to the Departmental Committee and invite participation (30 minute presentation at faculty meeting 10/3/2019)
  - Speak to prospective students on the meaning of D&I to our department (30 minute presentation on 2/28/2020)
  - Statement of support, and introduction to the topic structural racism and disparities during COVID-19 (30 minute presentation to faculty and all department staff 6/5/2020)
- Convene the Departmental Committee on D&I (First meeting 12/13/2019)
  - Develop our diversity and inclusion statement (Completed and posted on the website 3/10/2020)
  - Brainstorm and prioritize D&I activities for 2020 (Process began 12/13/2019 and results are described below)
  - Create our D&I website (Completed 6/17/2020)
- Support development of a mentoring program. Reason: Lack of mentoring capacity was noted by Dr. Laura Svetkey, Vice Chair for Faculty Development and Diversity in the Department of Medicine, as a challenge to promoting D&I. This came up on our departmental conversation on D&I. It was noted as an important step to improving recruitment and inclusion. But the immediate reaction was “I need a mentor too! No one has a mentor!” Dr. Svetkey noted that no one has time. I also think we don’t *make* time because the task of mentoring is daunting, ill-defined and intimidating. I would like to contribute to building a thoughtful and well supported mentoring program that addresses all faculty in the department, and by doing so teaches us how to mentor consistently, so that we can leverage those tools in support of D&I. (Mentoring

Program was initiated with associated guidelines on 4/20/2020 by Associate Chair for Faculty Mentorship and Development Huiman Barnhardt. I collaborated on the development of this.)

- Improve transparency regarding expectations and hiring and promotion through a departmental faculty handbook. I worked with other members of the department on creating the handbook. (The Faculty Handbook was shared with the department on 6/5/2020. I provided substantial put during its development).
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