

Carey Business School
Faculty Diversity Action Plan Summary, 2017-18

Goals/Strategies	Actions/Activities, including Assessment/Measurement Criteria	Responsible Parties	Deadline for Completion
1.0. Recruitment.- Search Practices - Establish and Implement Protocols for Faculty Searches, identified in FDI – Best Practices for Faculty Searches			
1.1. Identify and benchmark Availability Pools for all faculty searches	<p>a. Identify institutions particularly successful at producing women and/or underrepresented minority doctorates or post-doctorates in relevant disciplines. Goal is to cover all relevant business disciplines. Compile resulting list as a resource.</p> <p>b. Identify specialty journals targeted to women and underrepresented minorities in business and academics, in which we might advertise faculty positions. Compile resulting list as a resource.</p> <p>c. Edit resource, disseminate, and work with faculty search committee diversity advocates on how to use resource effectively.</p>	FDI Action Plan Committee	<p>1.1a Data collection completed</p> <p>1.1b Ongoing</p> <p>1.1c Ongoing</p>
1.2. Develop search process guidelines	Build on 2015-16 search process enhancements to develop a formal document for CBS on Guidelines for Faculty Searches with FDI goals in mind.	FDI Action Plan Committee	Completed: New guidelines posted December 2017
1.3. Diversity Advocates assigned to all search committees	Each search committee will have a designated diversity advocate. This individual is charged with ensuring the inclusiveness of the candidate pool and the procedures of the search process. The search committee chair will submit the name of the diversity advocate to the Vice Dean for Faculty & Research prior to start of search.	Search committee chairs	Completed: Process in place on an ongoing basis
1.4. Unconscious Bias Training for all search committee members	Online training required of all search committee chairs and diversity advocates, and strongly recommended for all search committee members.	Diversity Advocate from each search committee	Completed: Process in place on an ongoing basis
1.5. Oversight of all candidate short lists prior to campus interviews	Vice Dean for Faculty & Research will review candidate short lists keeping in mind FDI goals.	Vice Dean for Faculty & Research	Completed: Process in place on an ongoing basis
1.6. Conducting Inclusive Interviews	During campus visits, each candidate will meet with faculty that share similar or complementary backgrounds and interests. For example, we will ensure that a female candidate meets with female faculty either inside or outside the discipline.	Search committee chairs	Completed: Process in place on an ongoing basis.
1.7. Completion of search committee summary report	Every search committee will submit a brief written memo to the Vice Dean for Faculty & Research at the conclusion of the search, commenting on progress towards FDI goals as they relate to availability pools, interviewed candidates, and selected candidates (along with a summary of the basis for selection). The Vice Dean shall summarize all search committee reports into an annual end-of-year report to the Dean.	Search committee chairs	In process over recruiting cycle
1.8. Transition to an inclusive and supportive environment	In addition to mentoring and developmental activities in place for all new faculty, explore additional mentoring opportunities in the form of connections to other faculty who share similar backgrounds and interests, at Carey or at Hopkins more broadly.	Vice Dean for Faculty & Research	Ongoing

2.0. Recruitment.- Search Tools - Utilize FDI Funding Mechanisms			
2.1. Target of Opportunity Program	Be aware of any TOP faculty candidates that may arise and bring to the attention of the Vice Dean for Faculty & Research.	Search committee chairs, along with all faculty	Ongoing over recruiting cycle
2.2. Establish a post-doctoral fellowship program	2016-17 goal of developing a post-doctoral fellowship program for AY17-18 that aligns with stated FDI goals was completed in summer 2017. 2017-18 goal is to conduct search for two post-doc fellows and develop a successful post-doc program with special attention paid to mentorship.	Vice Dean for Faculty & Research, along with faculty post-doc mentors	Ongoing searches for two inaugural post-doc fellows
2.3. Research Awards	Encourage faculty to take advantage of research awards, such as the Provost's Office Prize for Faculty Excellence in Diversity.	Vice Dean for Faculty & Research	Ongoing, as nominations for research awards arise
3.0. Resources.- Description of resources, investments, reallocations, personnel required to achieve goals described above			
3.1. Faculty support for FDI programs and events	2016-17 goal of hiring graduate research assistant to assist with goal 1.1a has been completed. 2017-18 goal is to focus efforts on follow-up items 1.1b and c.	FDI Action Plan Committee, with support from Office of Faculty & Research.	Completed 2016-17