INTRODUCTION AND PURPOSE:

Chicago Medical School (CMS) recruits, selects and supports a diverse group of faculty that provides a breadth of education, service and scholarship to our students and community. CMS fosters an environment of inclusion and recognizes individuals’ unique qualities. This policy provides a framework for recruiting, selecting, and promoting faculty with acceptance and respect.

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to faculty, administrators, and professional staff involved in the recruitment, development, and promotion of faculty for CMS.

POLICY STATEMENTS:

CMS is committed to fostering, cultivating, and preserving a culture of diversity and inclusion among its faculty. The collective sum of the individual differences and perspectives, life experiences, knowledge, self-expression, unique capabilities and talent of our faculty represents an important part of our culture, reputation, and achievements. CMS diversity initiatives are applicable, but not limited, to our practices and policies on recruitment, selection, development and promotion.

DEFINITIONS:

Value added groups: Value added groups are comprised of individuals that CMS deems of interest because they add expertise and/or experience that will enhance the breadth of our education, service and/or research. As defined in the CMS Faculty Diversity Policy: Black/African American, Hispanic/Latino/Latina, Female, and those with Interprofessional (Collaborative) Practice and Education.
Diversity Advocate is an individual who will assure that all candidates for faculty positions are given equal consideration, including individuals from underrepresented groups.

Career Champion is an individual who will assure that all faculty are given equal opportunities for career development and promotion, with a focus on individuals from underrepresented groups.

**PROCEDURE:**

Faculty Recruitment: All faculty search committees must notify the CMS Dean’s office and Human Resources before initiating a search. All CMS faculty search committees will have at least one Diversity Advocate approved by the Dean and/or the Assistant Dean of Diversity. Approval of the search committee is required before the search may be initiated and the search committee must meet with a Human Resources representative to review diversity and affirmative action goals. The Diversity Advocate will assure that the faculty position is publically advertised in publications that reach a diverse audience including individuals from (underrepresented) marginalized groups, all candidates are given equal consideration, and value added groups are included.

Faculty Development: Rosalind Franklin University (RFU) offers a development program for its entire faculty. In addition to this program, underrepresented faculty will also be encouraged to attend, and funds will be provided for, national professional development seminars and workshops focused on faculty who aspire to attaining leadership positions. The Assistant Dean of Diversity in the Academic Learning Environment (ALE) will make recommendations based on faculty needs. Information about the meeting or workshop and estimates of expenses must be submitted to the Director of Faculty Affairs (DFA) before registration in order to ensure funds are available. Receipts for all travel expenses must be turned in to the ALE office in order for the travel to be reimbursed.

Faculty Promotion: All faculty, including individuals from (underrepresented) marginalized groups, ready for promotion will be provided with guidance on preparing their promotion package from their discipline chair. The chair will assist with obtaining letters of recommendations and may also provide guidance with regards to preparation of the curriculum vitae, such as proper presentation of publications and seminars. Any faculty who wants additional guidance from an independent mentor may request assistance from the DFA any time after they become a member of the CMS faculty. The DFA will match the faculty member with a Career Champion after private discussions with both the faculty member and a designated Career Champion who has been trained by the Assistant Dean for Diversity and Learning Environment. The Career Champion will guide the faculty member through the promotion process with advice on achieving goals needed for advancement. In addition, the champion may alert discipline chairs and/or center directors when a candidate may be considered for promotion based on the criteria outlined in the University Faculty Bylaws.
Policy Monitoring: In order to monitor the effectiveness of the CMS Faculty Diversity Policy, an annual review of underrepresented faculty will include collecting information on offers extended to candidates, faculty appointed, and status of current faculty. This information is collected by Human Resources, who will forward it to the Standards Based Continuous Quality Leadership (SBCQL) and the CMS DFA. Members of the ALE will review the data and develop recommendations that will be forwarded to the Faculty Executive Council for consideration.

Travel funding is dependent on the availability of funds for Faculty Development.

**POINTS OF CONTACT:**

CMS Director of Faculty Affairs  
Assistant Dean for Diversity and Learning Environment  
Human Resources

**REFERENCES AND RELATED POLICIES:**

Rosalind Franklin University Diversity and Inclusion Statement  
Title IX  
RFUMS EEO Policy  
Freedom of Expression Resolution  
American Medical Association Code of Medical Ethics  
CMS Diversity Policy  
University Faculty Bylaws