

Diversity Officer Job Description Template

Title: [ENTER TITLE] of Diversity, Equity, and Inclusion

Department: Neurology

Position Summary: The [ENTER TITLE] of Diversity, Equity, and Inclusion (DEI) in the Department of Neurology holds a pivotal role in fostering an inclusive environment, promoting equity, and advancing diversity initiatives within the department. Reporting directly to the Department Chair, this position collaborates with various stakeholders such as division chiefs, program directors, and faculty to develop and implement strategies aimed at enhancing diversity, equity, and inclusion across the department. Additionally, the [ENTER TITLE] serves as a liaison to external bodies such as [LIST EXTERNAL STAKEHOLDERS], ensuring alignment with institutional DEI objectives.

Responsibilities:

1. Strategic Planning and Implementation:

- Collaborate with department leadership to develop and execute a strategic plan integrating diversity, equity, and inclusion into departmental missions.
- Assess and monitor diversity, equity, and inclusion strategies using institutional metrics, reporting progress to departmental faculty and leadership regularly.
- Utilize relevant data sources to conduct demographic analyses and inform departmental strategies.

2. Leadership and Collaboration:

- Provide leadership and foster collaboration across the department and institution to promote diversity, equity, and inclusion.
- Engage with internal and external partners to develop and support initiatives consistent with institutional values and goals.
- Participate in interdepartmental meetings, sharing best practices and contributing to broader institutional efforts.

3. Training and Education:

- Lead department-wide diversity, equity, and inclusion initiatives, including training on cultural competency and other relevant topics.
- Provide guidance on recruitment, appointment, and retention processes, ensuring adherence to equal employment opportunity laws.
- Foster an environment of respectful and open discourse, providing mechanisms for addressing concerns related to diversity and inclusion.

4. Recruitment:

- Collaborate with leadership on recruitment and retention efforts, including the creation of inclusive search committees and processes.
- Assess residency recruitment practices and facilitate inclusive application and ranking procedures.

5. **Retention and Climate Assessment:**

- Evaluate salary equity and conduct focus groups to capture perceptions of inclusion across diverse identity demographics.
- Perform exit interviews, as needed, to identify workplace factors contributing to attrition and turnover.

6. **Administrative Duties:**

- Attend departmental leadership meetings and serve as a liaison to institutional diversity offices.
- Disseminate information on broader institutional DEI initiatives and collaborate with other departments to share best practices.

7. **Qualifications:**

- Relevant experience and training in diversity, equity, and inclusion (some training available through the AAN)
- Additional training:
 - Implicit bias training
 - DEI certification (if available)
- Personal skills:
 - Leadership
 - Team building
 - Communication and presentation skills
 - Working knowledge of quality improvement processes
- Recommended to be held by regular rank faculty (position need not be filled by a physician)

Disclaimer: This job description template for a Diversity Officer in academic neurology departments is provided as a general guide and reference. It is intended to assist institutions in creating their own job descriptions tailored to their specific needs and circumstances. Users of this template should adapt the content to fit their organizational context, legal requirements, and specific job responsibilities.

The creators of this template do not assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information provided. This template is not a substitute for professional advice, and users are encouraged to seek legal and human resources guidance to ensure compliance with all relevant laws and regulations.