Job Description for DEI Leadership at Duke University School of Medicine

Duke University School of Medicine seeks an outstanding leader to serve as the Vice Dean for Diversity, Equity and Inclusion (VDDEI). This position reports directly to the Dean of the School of Medicine.

The School of Medicine is a research-intensive institution that is consistently ranked among the top medical schools in the country. It has approximately 2500 faculty members, more than 6000 staff and nearly 2000 learners (medical students and residents, graduate students and postdoctoral fellows, students in other health professions). The SOM is an integral component of Duke University, and a partner with Duke University Health System. Duke is located in Durham, a vibrant city in the heart of North Carolina with a robust culture of entrepreneurship and innovation. To learn more about living in Durham, visit durham.duke.edu.

Position Overview

The principles of diversity, equity and inclusion are fundamental to Duke School of Medicine’s framework for institutional excellence. These principles are integral to each of our missions, and vital for our wide community of learners, faculty and staff. This DEI leadership role will foster alignment of our institutional resources with our values and will advance our goal of cultivating an inclusive, welcoming, respectful and supportive working and learning environment.

The Vice Dean for Diversity, Equity and Inclusion will advise leadership on strategic diversity planning efforts; will develop initiatives to increase institutional diversity through recruitment, retention, and mentoring of underrepresented populations; and will develop a coordinated curriculum of educational programs to promote awareness, appreciation, and engagement with diversity and inclusion. The School of Medicine has recently undertaken a significant planning effort focused on antiracism, and this leader will work to incorporate this into a broader diversity plan and move forward its recommendations. This leader will serve as a centralized resource and as an advocate for student, trainee, faculty, and staff equity and inclusion within the organization. Additionally, this leader will serve as a key advisor and partner to the Dean of the School of Medicine and be part of her leadership team.

Scope: The VDDEI will intersect with all areas of the SOM, including clinical and basic science departments, centers and institutes, and central administrative offices that focus on academic affairs, faculty development, research, education and training programs, human resources, and marketing and communications. The VDDEI will work with leadership, faculty, learners and staff. Additionally, the VDDEI will partner closely with clinical entity leaders at Duke, including Duke Health System, to make sure Duke wide initiatives are aligned. This broad scope requires that the VDDEI develop strong working relationships with each unit, and collaborate with them to develop structures and practices that embody our institutional commitment to DEI.

The VDDEI will have responsibility for guiding efforts to conceptualize, define, assess, foster, and cultivate diversity, equity and inclusion as an institutional standard through:

STRATEGIC FUNCTIONS AND KEY RESPONSIBILITIES:
This role will be responsible for the coordination of efforts across the School to advance diversity, equity and inclusion and foster institutional advancement.
Identify and uplift DEI broadly to include race, age, ethnicity, ability, socioeconomic status, gender, gender identity, sexual orientation, religion, and a general sense of inclusion for all.

Act as a catalyst for organizational change and transformation of the climate in the School.

Introduce structural strategies to support diversity in institutional policies and practices.

Identify and advise on effective practices for faculty search, promotion, and retention strategies.

Identify and respond to emerging national and local trends in DEI that are likely to impact the School of Medicine. Represent the Dean and the School of Medicine at a national level.

Provide effective leadership in responding to acute events in which DEI is an important concern (e.g. protests, complaints). Partner closely with other leaders to support internal and external communications.

Convene leaders from each unit (Department, Center or Institute) who are responsible for advancing DEI in their unit.

Provide leadership to build capacity among all school leaders in successfully identify evolving concerns, and possible solutions in their units.

Partner with other units to develop pipeline programs to enhance talent pools for recruitment of students, trainees and faculty.

Partner with Curricular Affairs and other educational program offices to ensure principles of equity are included in trainee curriculum.

**OPERATIONAL RESPONSIBILITIES**

- **Data Management**
  - Gather and analyze data on diversity and equity for the School of Medicine.
  - Conduct, analyze and communicate about surveys assessing the climate for DEI.
  - Work with the SOM Executive Vice Dean for Administration and other leadership on salary equity analyses.

- **Outcomes**
  - Develop and implement School of Medicine metrics and culture improvement related to diversity.
  - Create progress reports as required by the Dean.

- **Strategic Development**
  - Implement the diversity initiatives from the School of Medicine’s strategic plan.
  - Seek external funding to finance diversity and equity initiatives.

- **Office Oversight and Management**
  - Lead the School of Medicine Office for Diversity and Inclusion (ODI)
  - Oversee management of ODI budget in a fiscally responsible manner
  - Effectively manage budgets for diversity programs at the level of the school ensuring fiscal responsibility.

- **Facilitate Internal and External Collaborations**
Duke University SOM seeks the following competencies for the person in the VDDEI Role:

**Technical Mastery of Diversity Issues:** The ideal VDDEI will have a command of all aspects diversity as integral to excellence, including faculty recruitment and retention strategies, inclusive teaching and curriculum development, the impact of diversity on education, evaluation of the campus climate, and the policy and legal constructs that support and challenge diversity in higher education. They will have demonstrated capacity to be a strong strategic leader capable of building strong collaborative relationships. They will have a track record of successfully addressing diversity/inclusion goals in the context of a major health organization, institution of higher education or other complex organization.

**Leadership and Conflict Management:** The environment of the School of Medicine, like other academic institutions, is highly decentralized, with each unit having strong leadership and local culture. The VDDEI must be adept at working with different microclimates, and within a larger culture of shared governance, tenure and promotion, multiple and competing goals, decentralized decision making, and the unique needs of students, faculty, staff, and leaders with respect to diversity. The VDDEI must be skilled at navigating this environment, responding well to politically charged and/or sensitive situations. They must be able to build consensus, accrue buy-in, and work through competing interests.

**Strategic Thinking and Development:** The VDDEI must be able to develop and implement a plan, track progress towards key goals, and regularly adapt to the changing national and local environment.

**Ability to Cultivate a Common Vision:** The VDDEI must be able to develop and cultivate a collaborative vision for diversity in the School. They must be able to lead people toward meeting the organization's vision, mission, and goals. They should resonate as authentic with students, faculty, staff, and administrators, and be committed to working collaboratively with other senior executives.

**Ability to Drive and Effect Change:** The VDDEI should possess an outstanding command of the elements and dynamics of changing an organizational culture, and the commitment to see the change through to completion. They must exhibit passion and patience, and lead the design, implementation, assessment, and evolution of key milestones over time.

**Sophisticated Interactive Abilities:** The VDDEI must possess a high degree of emotional intelligence, charisma, and communication skills. Given that much of the work will be accomplished through lateral coordination, the VDDEI must have the ability to cross numerous organizational boundaries and work with multiple constituencies. To be most effective, the person in this position must be flexible, open minded, responsive to feedback, able to problem solve, perceptive to emerging signals locally and nationally, innovative, and demonstrate courage in advancing a complex agenda and add value outside of core areas of expertise and experience.

**Results Orientation:** Although not singularly responsible for results, the VDDEI must be results oriented, and data informed. Consequently, it is fundamental that they illustrate how diversity is an integral
component to the successful fulfillment of the institutional missions, and a fundamental aspect of academic excellence in the 21st century.

**Qualifications:** This position requires a doctorate degree (MD, DO, PhD) and credentials to qualify for appointment to the faculty in one of the School of Medicine departments. Time commitment is negotiable, and is expected to be up to 75% effort.

Duke University School of Medicine and Health System are very interested in a diverse candidate pool and encourage applications from women and those from other groups underrepresented in medicine.

Interested candidates are encouraged to submit a statement of interest and a Curriculum Vitae to Paige Smith via email at paige.smith@duke.edu by **May 15, 2021**.

*Duke University is an Equal Opportunity/Affirmative Action Employer*