

## Standard 5 – Element 5.2-1

### Evidence Submission

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#### Diversity, Equity, and Inclusion

##### DYU-COM Diversity, Equity, and Inclusion Policy

Diversity, Equity, and Inclusion (DEI) provides equality of opportunity to all persons in respect to employment and to admission of students. DYU-COM does not discriminate on the basis of race, religion, color, sex, gender, gender identity, age, creed, marital status, sexual orientation, veteran status, disability status, and national or ethnic origin in the administration of its educational policies, hiring policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Please see DYU-COM's **Non-Discrimination Policy** for more specific information related to non-discrimination and Title IX.

DYU-COM, as a constituent of D'Youville University, adopts all policies and procedures from the parent institution to ensure compliance with all local, state, and federal laws and regulations, as well as to ensure equity across all students enrolled in the various schools/colleges of D'Youville University. As such, DYU-COM is a member of the D'Youville University DEI Committee which is a key committee in the university for organizing policy, developing education and awareness programs, and sponsoring institutional trainings and seminars related to DEI.

##### Definitions

DYU-COM recognizes the following definitions for Diversity, Equity, and Inclusion.

- **Diversity:** characteristics of an individual's identity, including race, color, religion, national or other origin, marital status, age, sex, gender identity, sexual orientation, military status, disability status, predisposing genetic characteristics, ability, domestic violence victim status, or such other characteristics recognized by law.
- **Equity:** the quality of being fair and impartial.
- **Inclusion:** the practice of providing equal access to opportunities and resources.

##### Statement of DEI in Admissions & Employment

No person shall be denied admission, employment, or access solely because of any physical, mental, or medical impairment, which is unrelated to the ability to engage in activities involved in the education requirements or occupation for which applications have been made.

### **Ongoing, Systematic, and Focused Student Recruitment and Retention**

DYU-COM has published policies and practices that engage in ongoing, systematic, focused recruitment and retention activities, to achieve our mission-appropriate diversity outcomes among our the student body. Additionally, the following examples of recruitment and retention activities are designed to support DEI outcomes at DYU-COM.

#### **DEI Recruitment and Retention Activities for Students**

1. Endeavor to interview every applicant who belongs to an underrepresented minority (URM) group who meets minimum admission qualifications.
2. Ongoing admissions recruitment activities to include minority student organizations and colleges.
3. Standing offer for an articulation agreement for guaranteed interview (for students meeting minimum admission qualifications) for any HBCU or other minority missioned university or college.
4. Strict adherence to our non-discrimination policy.
5. Offering strong academic support systems for all students, including those who belong to minority groups.
6. Publication of annual diversity report starting with the year of the inaugural class.
7. Diversity is overseen by a Diversity, Equity, and Inclusivity Officer.

### **Procedures for Considering DEI in the Recruitment and Hiring Process**

The following procedures describe the process for ensuring DEI is maintained throughout the employee recruitment and hiring process for all staff, faculty, and administration.

**Recruitment:** Minimally, job postings should include both the mission statement and affirmations of non-discrimination. Even further, job descriptions ought to include information and/or criteria that explicitly support diversity, equity, and mission. For Example:

- Experience working with diverse populations and an ability to contribute to diversity, equity, and inclusion efforts on campus.
- Experience working in similar mission-driven organizations and/or an ability to contribute to D'Youville's mission.
- Efforts should be made to ensure that job descriptions and postings are shared with sites and professional organizations that attract and recruit diverse candidates.

**Search Committee:** As much as possible, create a diverse hiring committee that includes individuals from underrepresented groups and across various departments. It is important to remember that all qualified applicants should be encouraged to apply, and would be free from discrimination based on race, creed, color, national origin, age, sex, pregnancy, sexual

orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran. The Search Committee Chair will provide the hiring committee with this policy and encourage members to utilize the resources and strategies outlined below, regarding discrimination and unconscious bias.

**Screening and Interview:** Before engaging in the screening process, all members of the committee should have reviewed at least one anti-bias resource and be familiar with the strategies for minimizing bias listed below. All candidates who are considered finalists are provided with mission and identity resources. Each candidate interviewed in person is asked one question related to diversity, equity, and inclusion as well as one question related to mission. See examples provided below.

**Hiring:** When assessing whether an applicant is aligned with an inclusive and mission-driven culture, a candidate should:

- Demonstrate a broader understanding of social identity characteristics.
- Demonstrate an appreciation for D'Youville University's mission and heritage and/or a willingness to delve deeper into it.
- Demonstrate self-awareness of their cultural perspective, identity, biases, power, privilege, etc.
- Demonstrate a willingness to support the mission and the efforts of diversity, inclusion, and equity on campus.
- Integrate mission, equity, inclusion, and diversity concepts into their responses to questions without being prompted.
- Use inclusive language.

When extending an offer, provide a hiring letter that affirms the DYU-COM's commitment to a diverse, equitable, and mission-driven culture.

**Resources:** For more guidance, refer to WISELI's Searching for Excellence and Diversity® Guide (pp.28-32) or A Toolkit for Recruiting and Hiring a More Diverse Workforce from the University of California, Berkeley (pp.6-7).

**Retention:** DYU-COM faculty will participate in activities related to DEI in the COM and at the university. The administration will ensure that all faculty are offered a fair and empathetic workplace. They will enjoy equity in academic responsibilities, rank, and pay and benefits. Each of them will be expected to be treated with respect and dignity by their supervisors, peers, and students. Any digression from the DEI policy will be taken seriously and investigated thoroughly by the DEI committee. Following the committee's recommendations, measures will be taken to ensure that the COM's DEI policies and goals are upheld.

**Unconscious Bias:** Online Resources for Limiting Unconscious Bias will be made available to the DYU-COM faculty and staff. For example:

- *Implicit Association Test:* Non-profit organization founded by researchers from the University of Washington, Harvard University, and the University of Virginia.
- *Unconscious Bias: What to DO About It in the Search and Recruitment Process:* A Research Presentation for Search Committees in Academic Medicine from the Association of American Medical Colleges.
- *Implicit Bias Videos:* American Bar Association. During onboarding, mandatory training is provided against Bias and discrimination.

**Strategies for Minimizing the Impact of Bias**

- Establish procedural rules for the search committee and interview process.
- Establish clear/consistent evaluation criteria and rubrics before the interview process.
- Create gender-neutral job descriptions that carefully consider how language around skills and qualifications might unknowingly deter certain groups from applying.
- Focus on each candidate as an individual and evaluate their entire application package.
- Use inclusion rather than exclusion strategies when reviewing applicants and making decisions.
- Encourage others to call out incidents of bias.
- Agree to a set of standardized interview questions for all candidates. Be able to defend each decision.

**Other Recruitment and Retention Activities for Employees:**

- Strict adherence to our non-discrimination policy.
- Publication of annual demographic report starting with the year of the inaugural class.

## Examples of Mission-Related Interview Questions

1. What appeals to you about our mission?
2. How does our institution's mission and heritage, as outlined in our mission and identity resources, align with your personal values or professional aspirations?
3. How can you, in your role, contribute to the mission of D'Youville University?

**Responsible Unit:** Human Resources  
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<https://www.dyu.edu/academics/schools-and-departments/proposed-college-osteopathic-medicine/dyu-com-policies-procedures>

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