

Recruitment & Retention Task Force Action Plan

Co-Chairs: N. Bush, A. Lieberman

Members: E. Accurso, K. LeWinn, J. Reiff, A. Seritan, A. Spivak, S. Wan, J. Yonek, M. Ameresekere

R&R Objective 1: Enhance receipt of awards by women and URM faculty members

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
R&R 1c. Support Watson scholar applications https://medschool.ucsf.edu/deans-diversity-fund	N. Bush	Chair Vice Chairs	Recruit: 1/1/2019 Due: 3/1/2019	- Admin to help identify mentors to help craft application - Time for senior faculty / leadership to write LOS for candidates, when applicable	- A written process will be developed, including a timeline, committee, and criteria - Call for applications will be revised (internally) and distributed to Department - 1 to 2 selected apps will be edited by primary mentor & VC Diversity
R&R 1c. Support Chancellor's Awards (4) each cycle https://diversity.ucsf.edu/community/awards	K. LeWinn	Chair Vice Chairs	Recruit: 3/1/2019 Due: 5/1/2019	- Admin to help identify mentors to help craft application; - Time for senior faculty / leadership to write LOS for candidates, when applicable	- Call for applications will be revised (internally) and distributed to via email - Award recruitment promoted in DC newsletter - 1 to 2 selected apps will be edited by primary mentor & VC Diversity
R&R 1d. Support Awards for mid-career women and URM	K. LeWinn S. Wan	Award committees	12/1/2019	- Admin to develop effective strategy for publicizing awards - Admin to track nominations & award winners; admin to develop feasible plan for supporting nominations.	- Regular distribution of award list - Means of tracking DOP awards will be developed - 20% increase in women/ URM nominations for UCSF awards - Create best practices list for award proposals.

R&R Objective 2: Enhance gender equity in regard to full professors and leadership in the DOP

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
R&R 2a. Develop equitable/ systematic way to prioritize women & URM for Endowed & Distinguished Professorship searches	C. Mangurian	A. Krystal	12/30/19	- Compile list of Endowed Professorships by gender	- Create list-current/upcoming Endowed Professorships (<i>by gender/URM</i>) - Create procedural process to enhance equitable distribution of Professorships
R&R 2b. Understand factors that might enhance retention of mid-career women faculty	A. Lieberman C. Mangurian	N. Bush Vice Chairs	10/1/2019 10/1/2019	- Admin to pull Assoc/Full women prof's by site - Admin to help set-up focus groups	- List of Assoc/Full prof's (<i>by site</i>) - Focus Groups at each site - Produce report of focus group findings - Conduct interviews w/~10 women research faculty
R&R 2c. Increase awareness of career advancement opportunities for women and URM	A. Lieberman	C. Nelson	9/1/2018 7/1/2019	- Admin help to compile list of advancement opportunities (draft completed; needs more)	- Compile complete list of current advancement opportunities (CORO, AAMC, etc.) - Develop plan to distribute to targeted women/URM

Communication Task Force Action Plan

Co-Chairs: E. Lee, J. Dorado

Members: W. Hua, M. Mays, K. Peters, L. Rawitscher, N. Roznovsky, N. Todd, A. Wallace

Communication Objective 1: Outreach to existing diversity work at UCSF

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
Communication 1a. Develop a one-page plan for systematic way to gather regular information from key diversity groups in our Dept	J. Dorado	K. Peters W. Hua E. Lee	7/1/2019	None	<ul style="list-style-type: none"> - Identify key diversity groups in the DOP - Establish reasonable frequency of outreach to diversity groups - Create written plan to: identify person to send reminder emails; update Diversity Committee at large at mtgs; plan annual review of document
Communication 1b. Establish DOP contacts for each diversity group at UCSF	J. Dorado	DC Committee	7/1/2019	None	<ul style="list-style-type: none"> - Key contacts (and emails) for each of the groups will be identified
Communication 1c. Notify DC of various Differences Matter volunteer opportunities	K. Peters	DC Committee	7/1/2019	Admin support to send out reminders to volunteer	<ul style="list-style-type: none"> - Min 3 people from DOP will serve on Differences Matter Workgroups
Communication 1d. Develop list of external diversity-related activities DOP faculty/staff are working on	E. Lee	DC Committee	7/1/2019	Admin to develop & compile info from brief faculty & staff survey (2-3 items) to identify external activities	<ul style="list-style-type: none"> - Faculty & staff would receive survey to quantify diversity-related activities - Create list of external diversity-related activities

**Communication Objective 2: Develop communication plan (in-person & online) for our work
(e.g., faculty meetings, town halls, website updates, newsletter, etc. including trainees)**

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
Communication 2a. Develop timeline to provide content to for quarterly newsletter	E. Lee	N. Roznovsky	1/1/2019	None	-Create plan for regular communication
Communication 2b. Develop a plan for review of website	N. Roznovsky	Communication Task Force	7/1/2019	Admin time to identify what is important and time for posting.	-Create plan for updating website
Communication 2c. Develop in-person communication plan for the Vice Chair for Diversity and Health Equity	J. Dorado	Communication Task Force	7/1/2019	None	Develop plan for frequency, location & topics for in-person DC communication (e.g., grand rounds)
Communication 2d. Help plan Diversity Celebration	E. Lee	Communication Task Force	4/1/2019	-Admin support to reserve rooms	-Diversity Celebration planned out
Communication 2e. Develop plan to include trainees in DC work	A. Wallace	Communication Task Force	7/1/2019	None	-Develop written plan to include trainees in diversity activities -Develop plan to work with Michelle Guy, Director of Diversity for GME, re: how to include trainees in UCSF diversity activities - Education TF would decide if this is ongoing effort
Communication 2f. Communicate w/UCSF leadership about Psych DC efforts & activities	C. Mangurian	Anyone else who gets to talk w/those folks	7/1/2019	None	VC Diversity & Health Equity will attend 75% of quarterly Diversity Leader forums

Research Task Force Action Plan

Co-Chairs: S. Hinshaw, S. Sanders

Members: S. Fryer, A. Krystal, A. Richards, S. Voglmaier

Research Objective 1: Ensure Equitable Post-Award Support across UCSF DOP sites

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
Research 1a. Quantify current post-award support at UCSF DOP sites (LPPI, ZSFG & VAMC)	A. Krystal	M. Tolou-Shams & S. Hinshaw M. Guzman & Dir. of Admin at each site	7/1/2019	Financial landscape of post-award support for UCSF DOP scientists across sites (LPPI, ZSFG & VAMC); should include funding sources of support.	A resource document with a description quantifying post-award support at each site would be created.
Research 1b. Verify that post-award support is equitable across sites, especially VAMC & ZSFG where there are likely more URM scientists.	A. Krystal	M. Tolou-Shams & S. Hinshaw M. Guzman & Dir. of Admin at each site	7/1/2019	Financial landscape of post-award support for UCSF DOP scientists across sites (LPPI, ZSFG & VAMC); should include funding sources of support.	The resource document would show equal support across sites.

Research Objective 2: Women in Research Forum

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
Research 2a. Obtain feedback on best content/format for Women Scientist's Leadership Forum in Psychiatry from scientists at different stages (<i>graduate student, postdoc, PI, department leadership</i>)	K. Yaffe	A. Krystal Lead at each site	1/1/19	Admin to gather info from women scientists at different stages across sites. Admin to collate responses.	- Suggestions on content and format of a forum will be collected to maximize benefit (<i>in process</i>)
Research 2b. Plan initial 'forum' of research-oriented female faculty	K. Yaffe	A. Krystal Lead at each site	7/1/19	Admin for emails, catering, room reservations, quarterly events	- Planning team would be established - Plan "Women Scientist's Leadership Forum in Psychiatry" for Spring 2019
Research 2c. Establish quarterly series rotating across sites w/themes of developing/ fostering leadership, as well as community building & support based on outcomes of 6c & 6d.	K. Yaffe	A. Krystal Lead at each site	7/1/20	Admin for emails, catering, room reservations, quarterly events	- Plan for quarterly meeting would be laid out (<i>timing, guest speakers, focus, etc.</i>) - Planning team would consider integrating w/WIN

Research Objective 3: Quantification of Faculty doing Health Equity/Disparities Research

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
Research 3a. Contact Chiefs of services to get initial names of faculty doing health equity/disparities research	S. Hinshaw	A. Krystal & M. Tolou-Shams; M. Jackson-Triche, M. Leary, J. McQuaid	7/1/19	Admin to email Chiefs and collate list.	Preliminary list of faculty doing health equity/ disparities research w/description of equity area of focus (<i>e.g., gender, race/ethnicity, LGBTQ</i>); and type of research (<i>basic, clinical, services, policy</i>)
Research 3b. Distribute list to faculty/staff to catch folks not previously identified.	S. Hinshaw	A. Krystal & M. Tolou-Shams	2/1/19	Admin to prepare newsletter/manage collated list	List would be circulated in disparity newsletter w/opportunity for others to add their work
Research 3c. Health Disparities research list will be on-line and distributed to UCSF Vice Dean of Health Equity & Population Health	S. Hinshaw	A. Krystal & M. Tolou-Shams	7/1/19	Admin support for website	List of faculty doing health disparities research would be online and distributed to Vice Dean, Health Equity & Population Health.

Education Task Force Action Plan

Co-Chairs: K. Brahmbhatt, C. Masson

Members: L. Frolov, J. Ly, M. Park, A. Peterson, L. Santiago, P. Ureste

Education Objective 1: Enhance Faculty Champion Training department-wide

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
Education 1a. Develop plan for obtaining regular list of people who have completed faculty champion training, and outreach to encourage training of leadership	K. Brahmbhatt	L. Rawitscher	7/1/19	Training office administration	-A plan for enhancing faculty champion training would be completed, including ideal timing and targeting of leadership.
Education 2b. Systematically approach people targeted for training	K. Brahmbhatt	L. Rawitscher	7/1/19	Training office and HR admin	-Leadership (VC and Division Directors) will be approached for training -At least 2 leaders will be trained annually.

Education Objective 2: Increase grand rounds presentations by diverse speakers and about diversity issues at UCSF DOP Grand Rounds

Task	Primary Lead	Other Key Stakeholders	Target Dates	Resources Needed	Outcomes/ Measures
Education 2a. Create a plan for a successful Evelyn Lee event annually	C. Masson	DC	7/1/2019	Training office administration	-A plan for Evelyn Lee selection, including time-line and recruitment of speakers will be developed -A successful plan for the 2019 Evelyn Lee GR will be completed
Education 2b. Work w/ GR committee and find out how to enhance diversity	C. Masson	1) Executive Committee (DVLS) 2) Demian Rose (Bay Area Speakers)			- DC would have talked to Grand Rounds committee about their internal timelines for recruiting speakers and how to enhance diversity - Team would have begun working with GR committee leadership at ZSFG and VAMC as well.
Education 2c. Develop lists of potential speakers (Bay Area, UCSF, and Nationally)	C. Masson	DC	1/1/2019		-A list of local, regional, and national potential speakers would be developed, grouped into URM group, and prioritized. -This list would be given to UCSF DOP GR committee. -Those not selected by the DOP GR committee would be forwarded to ZSFG and VAMC