



Significant Supporting Activity: Diversity, Equity, and Inclusion (DEI) Frequently Asked Questions

In the use of the abbreviation DEI, we refer to diversity, equity, inclusion, belonging, and related concepts. Efforts in any of these domains may focus on race, ethnicity, gender, sexual and gender minorities, disability, limited English proficiency, limited health literacy, poverty, and/or other such populations.

Q: *Is there a specific section of the CV to highlight my contributions to DEI?*

A: The CV narrative report should dedicate a paragraph to your contributions in diversity, equity, and inclusion, synthesizing the impact of your activities and accomplishments. You should reference those items listed in the CV, plus others that may not have their own dedicated sections or are still in progress.

Many of your relevant contributions are likely already represented in longstanding CV sections, and thus these DEI activities should also be placed into their traditional sections. You are not limited to the examples cited below.

For example:

- *Service on committees and community organizations that seek to promote DEI* → **Committee Service, Professional Societies, or Education to Patients and Service to the Community**
- *Service in a leadership role related to DEI (e.g., director of office or center)* → **Major Administrative Leadership Positions or Professional Societies**
- *Fostering the career development of diverse trainees and faculty locally and beyond our community through sustained mentorship* → **Report of Local Teaching or Education of Patients and Service to the Community**
- *Publications of original research, reviews, and/or innovations related to DEI* → **Report of Scholarship**
- *Programs, educational initiatives, policies, and protocols* → **Clinical Innovations, Educational Innovations, and/or Clinical Guidelines**

Q: *I engage in a variety of activities (such as service on admission committees or faculty search committees) that don't specifically focus on DEI, but for which I provide an important perspective for DEI. How can I document these informal activities on the CV?*

A: You should list activities such as committee work in their appropriate section. As noted above, you are encouraged to summarize both formal and informal contributions to DEI in your CV narrative report. Additionally, it is helpful if informal activities that support DEI are highlighted in the nominating letter from your department head.



Q: *I was planning to use different Significant Supporting Activity (SSA) categories to highlight my work in DEI. Should I drop those and add DEI instead?*

A: It is true that many activities that might warrant DEI are also represented in other SSAs. Faculty may be teaching about a variety of DEI topics, may be providing clinical care to marginalized populations, may be engaged in health disparities research, may have key administrative roles in this space, and may be engaged in important community activities. Selecting multiple SSAs, including DEI, could be appropriate if there are at least some non-overlapping activities to justify the inclusion of each SSA. Specific evidence supporting each SSA should be presented in both your CV narrative report as well as the nominating letter from your department head.

Q: *My promotion is already in progress. How can this new SSA be recognized when my dossier is already assembled?*

A: You may create a separate document highlighting your DEI activities and impact, and your departmental administrator can submit this as an addendum to your dossier.

Q: *Why can't I find the new DEI Significant Supporting Activity in the Faculty of Medicine Handbook?*

A: Detailed information about the new DEI Significant Supporting Activity will be available in the next edition of the Faculty of Medicine Handbook, which will be released before the end of 2021, and which will be available for review and download on the Office for Faculty Affairs website.