

# VICE CHAIR FOR DIVERSITY, EQUITY, INCLUSION AND BELONGING

DEPARTMENT OF OBSTETRIC, GYNECOLOGY, AND REPRODUCTIVE BIOLOGY  
BETH ISRAEL DEACONESS MEDICAL CENTER  
BOSTON, MA

## POSITION DESCRIPTION

### SUMMARY

The Vice Chair for Diversity and Inclusion provides effective leadership for all aspects related to diversity, equity, inclusion, and belonging working in conjunction with the Chair of the Department of Obstetrics, Gynecology, and Reproductive Biology, Vice Chairs, Division Chiefs, Diversity offices in BIDMC and BILH. The Vice Chair will lead the departmental efforts related to diversity, equity, inclusion and belonging (DEIB).

### SCOPE OF RESPONSIBILITIES

- Oversee, promote, and facilitate DEIB excellence across the Department
  - Work with Diversity Search Advisors, Division Chiefs, and BIDMC and BILH DEI offices to promote DEIB across all missions in the Department.
  - Work with the Vice Chairs, Division Chiefs and Diversity Advisors to develop a system to track underrepresented students, residents, and fellows as they progress through their careers in OBGYN in an effort to attract the best talent to the Department.
  - Work with the Chair, Vice Chairs, and Division Chiefs to retain and ensure the success of a diverse complement of faculty and trainees.
  - Develop and enhance already established programs/events that foster a sense of unity, belonging, and community.
  - Work with the Vice Chairs and Division Chiefs to ensure appropriate mentorship and leadership development programs for faculty and trainees to promote individual success.
- Track all departmental/divisional new and ongoing DEIB activities, including associated expenses, which contribute to and demonstrate our DEIB efforts.
- Meet with faculty members who request advice on their academic development, mentoring, and career concerns.
- Serve on the Department Committee on Appointments and Promotions.
- Advise the Chair on matters pertaining to DEIB and undertake additional assignments at the discretion of the Chair.
- Aspects of this position intersect with other Vice Chair positions. Coordination and collaboration are essential.

### REQUIREMENTS OF THE POSITION

- Mid to senior level faculty at the Assistant or Associate Professor level.
- Teaching commitment is a minimum of 50 hours per year as part of the Harvard Medical School requirement.

- The candidate must be tactful and discreet in handling confidential information and work well with faculty, staff, and senior administrators in negotiating difficult situations.
- Excellent written and oral communication skills, sound judgment, and demonstrated administrative competence.

#### **DIRECT REPORTS**

- Chair of the Department of Obstetrics, Gynecology, and Reproductive Biology.

#### **METRICS OF SUCCESS**

- Develop, implement, and monitor a Roadmap and metrics for the Department that promotes DEIB across all departmental activities and programs.
- Prepare an annual summary of diversity activities and their impact on the department.
- Recruitment and retention of a diverse community of faculty and trainees.
- Oversee a survey of the faculty, trainees, and staff to build a culture that embraces DEIB as core values (plan to survey faculty every 3 years).

Academic appointment at Harvard Medical School and salary will be commensurate with experience and qualifications, and a commitment to teaching.

Send inquiries and CV to Jeanne-Marie Guise, MD, Chair, Department of Obstetrics and Gynecology, Beth Israel Deaconess Medical Center, Attn: Karen Perry, email: [kfperry@bidmc.harvard.edu](mailto:kfperry@bidmc.harvard.edu)

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