

# SWOG Vice Chair for Diversity, Equity, Inclusion and Professional Integrity

## Background

SWOG's mission is to significantly improve lives through cancer clinical trials and translational research. We successfully fulfill this mission guided by our core values: prioritizing patients, encouraging diversity of leadership and members, demanding integrity and accountability of our researchers, and mentoring young investigators to ensure strong leadership and excellent clinical research for future generations.

The Hope Foundation and SWOG have recently launched a multi-phased, multi-year initiative to improve diversity, equity, and inclusion (DEI) among SWOG leadership and membership, and throughout its cancer studies. Multiple projects within this initiative are now ongoing and focus largely on trial recruitment and patient engagement. Furthermore, SWOG leadership is invested in the professional support of its researchers and recognizes our critical role in advocating for the safety and success of all members within our Group. SWOG is currently seeking a new Vice Chair position (0.25FTE) to center diversity, equity, inclusion and professional integrity initiatives throughout the Group, calling upon best practice and effective systems change for advocacy, integration and determinations of success. The new Vice Chair will also oversee SWOG policy regarding professional workplace behavior.

## Summary of Role

Reporting directly to the SWOG Group Chair, the SWOG Vice Chair for Diversity, Equity, Inclusion and Professional Integrity ("VCDEII") will provide oversight of DEI initiatives in support of SWOG's strategic plan, and will also hold an Ombudsperson position within the Group, acting as a neutral and confidential resource for SWOG membership. By integrating these key areas within a single leadership position, SWOG seeks to center diversity, inclusion and integrity within its operational and scientific infrastructure, supporting a research and collaboration environment where all have an opportunity to succeed. SWOG will also ensure its environment is safe and free of harassment, while continuing to maintain the highest standards of research integrity.

The VCDEII will champion the importance and value of a diverse and inclusive working environment and will guide the development of a vision and effective strategy to create a culture for equity, diversity, inclusion and ethical behavior across leadership, including SWOG committees and subcommittees.

The VCDEII will work with Group stakeholders to assess potential barriers and recommend policy and systems change to recruit and retain a diverse Group leadership and membership.

The VCDEII will also assess and recommend policy and systems change for a neutral, impartial and confidential pathway to support both leadership and membership in upholding SWOG's values of integrity and accountability. This will demand knowledge of cultural competency, gender differences, dis/ability, sexual harassment, and other topics designed to increase awareness and support of equity and inclusion network -wide.

## Duties & Responsibilities

1. Plans, guides, and advises Group Chair and executive officers on diversity, equity, and inclusion matters. Monitor SWOG programs designed to ensure fair and equitable treatment across SWOG activities.

2. Promotes Group commitment to a climate of equity, diversity, and inclusion through interaction with members and staff.
3. Develops and maintains an informal, impartial, confidential, and independent pathway for hearing leadership and membership concerns of professional behavioral misconduct and helps to develop a range of responsible options to resolve problems and facilitate discussion to identify the best outcomes.
4. Develops and educates SWOG leadership on inclusive practices, policies and operating procedures that inform key SWOG functions such as selection of committee and subcommittee leadership, identification, and support of study chairs, and creating intentional and fair opportunities for mentorships and growth of young investigators.
5. Represents the Group to external communities, organizations, and agencies. Collaborates with external and internal constituency groups to promote and advance diversity, equity, and inclusion. Serves as a liaison between the Group and applicable partners.
6. Supported by the Membership and Recruitment and Retention managers, develops and oversees an internal audit and reporting system to allow for effective measurement of Group programs and initiatives. Assesses and monitors effectiveness and keeps management informed of equal opportunity progress and professional integrity issues through periodic reports.
7. Provides strategic direction and best practice guidance for (staff developed) training and research initiatives on cultural competency, gender differences, disability, sexual harassment, building a climate of equity and inclusion.
8. Assess current policies regarding workplace behavior, updating and modernizing them. Create universal rules fitting in with those in members' local human resources departments.
9. Investigate complaints of workplace misbehavior, mediating change as necessary.
10. Performs other related duties as assigned.

## Other Requirements

The work environment rapidly evolves, requiring continual upgrading of skills. Work is mostly sedentary and confined to an office or home-office setting. Some travel to SWOG meetings or professional trainings is required.

## Qualifications

A research or health-professional doctoral degree or its equivalent (M.D., Ph.D., D.O.). Experience with faculty-level management position strongly preferred.

## Knowledge & Skills

### **Desirable knowledge:**

- Strategy development and management principles and practices;
- Proven success in managing and leading teams
- Diversity, equity, and inclusion best practices;
- Professional behavior and ethics best practices;
- Systems change knowledge

- Conflict resolution and mediation methods.

**Desirable skills:**

- Providing strategic leadership;
- Cultural competency;
- Collaboration and consensus building;
- Managing change and sensitive topics;
- Offering viable solutions for problem solving;
- Planning, supervising, improving, or evaluating programs, policies, and procedures;
- Analyzing and developing policies and procedures.