CHECKLIST: OPPORTUNITIES TO GET INVOLVED

The following lists specific actions for University leaders, who have the opportunity to create meaningful change in the experience of LGBTQ+ members of our community. It concludes with a list of actions for all individuals; students, staff, and faculty alike can make meaningful contributions.

Actions for Leaders

STRUCTURAL/ADMINISTRATIVE

☐ **Include LGBTQ+ individuals and their expertise in larger diversity initiatives**

☐ **Improve data collection** regarding LGBTQ+ experiences through voluntary identification; review data and adjust practices and policies accordingly

☐ **Improve assessment of gender identity, sex assigned at birth, and sexual orientation** on various forms (HR, student health, etc.), and provide the option to decline to share this information

☐ **Train faculty** on sexual and gender diversity

☐ **Improve faculty interactions with students, staff, and their faculty peers** to improve campus climate and community and to provide role models for the pipeline into the field

☐ **Publicly recognize** LGBTQ+ faculty, staff, and student contributions

☐ **Include relevant LGBTQ+ resources** in orientation and onboarding activities and materials

☐ **Create a centralized repository** for medical, legal, social, and financial information relevant to LGBTQ+ individuals' needs

☐ **Provide safe venues for voicing ideas**, **opinions, and complaints,** including those related to LGBTQ+ diversity, equity, and inclusion

☐ In your diversity statements and commitments, **affirm your commitment to equity on the basis of sexual orientation, gender identity, and gender expression**. In clinical practice environments, display a patient bill of rights that includes an antidiscrimination statement

☐ **Ensure access to and visibility** of gender-inclusive restroom and locker facilities

☐ **Display art, announcements, and visual and reading materials** that reflect LGBTQ+ people's identities and experiences

EVENTS/PROGRAMMING

☐ **Organize faculty-driven and focused events to increase visibility** of diversity in sexual orientation, gender identity, and gender expression, **including programming featuring the experiences of LGBTQ+ people of color**; these events should also be targeted to non-LGBTQ+ faculty

☐ **Encourage participation by faculty and students in Lavender graduation**, especially in Departments with fewer visible LGBTQ+ students and trainees

MENTORING/PROFESSIONAL DEVELOPMENT

☐ **Create formal and informal mentorship opportunities** for junior faculty, students, and other trainees

☐ With the input of all members of the community, **plan informal meetings**, such as brown bag lunches, to provide opportunities for LGBTQ+ faculty, staff, students, and other trainees to connect

☐ **Provide** junior LGBTQ+ faculty **the opportunity to meet with department leaders**

☐ **Provide opportunities for professional networking** and collaboration with LGBTQ+ faculty from other Departments, Schools, and Institutions

WORK/LIFE INTEGRATION

☐ Familiarize yourself with and **advocate for flexible and accommodating policies** and practices that support LGBTQ+ faculty and staff and their families

☐ **Affirm the inclusion of same-gender and domestic partners** in support for dual-career faculty during and beyond the recruitment process

☐ **Encourage faculty to take advantage of tenure clock extension and modified duties** when the need arises, including and beyond extension and modified duties related to caregiving responsibilities

Actions for All

☐ **Model effective and supportive communication**, consistent with the principles of cultural competence and humility, with regard to diversity in sexual orientation, gender identity, and gender expression

☐ **Model the inclusion of pronouns** in email signatures (see the Resources website for example)

☐ **Display the LGBTQ+ Resources sign, which features the Columbia Pride logo,** in common areas or in private offices (see the Resources website to download and print)

☐ **Be a visible digital ally in your Zoom background and email signature** (see the Resources website for examples)

☐ **Educate yourself** about LGBTQ+ topics without relying on LGBTQ+ individuals to do all the teaching

☐ **Apologize** if you inadvertently misgender someone; if you notice that a person is misgendering someone else, discreetly bring it to their attention

☐ **Incorporate LGBTQ+ researchers, authors, and vignettes** into your curriculum

☐ **Do not make assumptions** about anyone's sexual orientation and/or gender identity; rely on self-identification and respect confidentiality and the right to self-disclosure