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