Lead Diversity Search Advisor
Perelman School of Medicine (PSOM) ● University of Pennsylvania

Role and Responsibilities
The Lead Diversity Search Advisors report jointly to the Vice Dean, Inclusion and Diversity and the Executive Director of the Faculty Affairs and Professional Development. The following bullet points highlight the key responsibilities of the position:

- Serves as a resource for PSOM Diversity Search Advisors in promoting the goals of the Perelman School of Medicine (PSOM) for faculty diversity and inclusion, and regarding the policies and procedures related to faculty searches, faculty tracks and appointments;
- In collaboration with the Offices of Inclusion and Diversity (OID) and Faculty Affairs and Professional Development (FAPD), assesses, develops, and promulgates best practices in the development of the broadest and strongest candidate pools and the attraction of diverse, qualified candidates;
- In partnership with the Associate Director of Faculty Affairs, meets with each Department’s faculty coordinator and DSA(s) annually; Provides orientation and training to newly appointed DSA’s in PSOM; Develops DSA resources and tools and assures that the DSA cohort is aware of these resources;
- Serves as a departmental DSA as appropriate. In this role, reviews and approves the Affirmative Action Appointment form confirming that the search process was conducted in accordance with University policy as needed; Reviews and approves Affirmative Action Promotion and Termination forms confirming that actions were conducted in accordance with University policy as needed;
- Works with departmental leadership, PSOM leadership, the Vice Dean of Inclusion and Diversity, the Vice Dean of Faculty Affairs, and Faculty Affairs and Professional Development (FAPD) to ensure that appropriate and compliant searches are conducted;
- Works with Vice Dean of Inclusion and Diversity and PSOM leadership to develop retention policies and programs to enhance diversity;
- Works collaboratively with the Office of the Vice Provost for Faculty on initiatives and programs supporting Penn’s Action Plan for Faculty Diversity and Excellence;
- Serves as the DSA representative to the Advisory Council of the Office of Inclusion and Diversity and supports the mission and goals of the Office;
- Develops and updates an institution-wide agenda in faculty diversity in collaboration with Vice Dean and FAPD;
- Serves as a back up for the departmental DSA’s when the designated DSA is not able to do so due to a conflict of interest or other unavoidable circumstance;
- Participates in the development of faculty professional development programs;
- Leads and/or participates in the scholarly initiatives of the OID;
- Other duties as assigned.

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