NATIONAL SEARCH

Checklist for Search Committee Chairs

Standing Faculty (Tenure and Clinician-Educator) and Research Tracks

1) Department initiates a formal search process
   - A national search is required for all new Standing Faculty (Tenure and Clinician-Educator) and Research track faculty appointments, to be conducted in accordance with the University Affirmative Action Guidelines and procedures of the Perelman School of Medicine (PSOM).
     - The search process should be sufficiently broad to capture all qualified individuals, including those who are members of underrepresented groups. Ensure that full and fair consideration has been given to women and minorities.

2) Establish a formal Search Committee for each position
   - The Diversity Search Advisor (DSA) is available as an advisor and consultant, throughout the faculty search process to the Search Committee Chair/Members; The DSA may request an initial meeting with the Committee and provide unconscious bias education and presentation.
   - The Department Chair appoints the Search Committee Chair and consults on Members.
   - The Search Committee will include a minimum of three (3) faculty members; Ensure membership is diverse to include women and minorities; The Diversity Search Advisor may be consulted for diverse faculty to serve on Search Committee.
   - The Search Committee Chair and Diversity Search Advisor should review the proposed Search Committee membership; A faculty member from outside the department would be able to provide objective perspectives and helpful if the position is designed to collaborate with other departments.
     - Wherever possible, search committees should include individuals from groups underrepresented on the Penn faculty, proponents of diversity, and individuals with clinical and research interests compatible with those sought through the search.

3) Create the faculty position for advertisement
   - The faculty position must be reviewed and approved by the department Diversity Search Advisor (DSA) using Interfolio Faculty Search before it is published for advertisement.
   - After DSA approval, the faculty position is posted on the Faculty Affairs & Professional Development website under Open Faculty Positions and is ready for applicants to apply. Login to my.med to view applicants in Interfolio Faculty Search.
   - Approved faculty positions will be uploaded automatically from Interfolio Faculty Search to the following publications: ‘Inside Higher Ed’ and ‘Diverse Issues in Higher Education’.
   - The faculty position must be published in a minimum of one (1) professional journal (journals may be either on-line or hard copy publications).
Additional outreach should be conducted to women and minority peers at other institutions and national conferences; Outreach to women’s and minority organizations supports efforts to expand and diversify the applicant pool: Diverse Advertising Resources.

A formal national search letter, sent directly from the department chair/search committee, may be sent to universities, schools, and departments (may use email for distribution).

- The Faculty Coordinator in the department will document the advertising and outreach information in Interfolio at the selection of a preferred candidate and completion of the search process.

The faculty position must be posted and published at least three (3) months before a preferred candidate may be hired for a faculty appointment.

The faculty position and search letter are valid for up to two (2) years

All faculty applicants must apply online in Interfolio per University policy

4) Faculty Search Process

- The Diversity Search Advisor may review the national pool of applicants for the position in the AAMC Faculty Roster, [Create AAMC logon account with email address] including the percentage of women and minorities available for the academic rank and discipline.

- The DSA may consult with the Search Committee on outreach strategies to expand the diversity of the applicant pool

- All applicants to a search must be reviewed by the Search Committee to ensure an equitable and fair review process; The DSA may be consulted to review the candidates selected for interviews.

- The Evaluation Form should be completed by all Search Committee Members and interviewers of candidates and collected by the Search Committee Chair.

5) Faculty Search Documentation

- When a preferred candidate is selected, the Faculty Coordinator will document the faculty search outreach and advertising in Interfolio Faculty Search in the section for “Positions” to comply with University and Perelman School of Medicine policies and procedures.

- The Faculty Coordinator will work with the Search Chair to complete the applicant review documentation for the search in Interfolio Faculty Search in the section for “Positions”. All applicants must be reviewed by the Search Committee.

- Items #1-4 on the Search Checklist must be completed for required documentation.

- After the faculty search documentation is completed, the Faculty Coordinator submits an email request to FAPD Staff for review. FAPD will approve or request a revision or clarification, to confirm that the faculty search process was conducted in accordance with University policy.

- After the search is approved by FAPD, an appointment Case will be sent to the department in Interfolio RPT to process the faculty appointment.

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Source: University Affirmative Action Guidelines