LIMITED SEARCH
For New Appointments-- Academic Clinician Track (FULL-TIME)

1) Department initiates a formal search process
   a) Advertise position(s)
      • A limited search is required for all new Academic Clinician full-time appointments.
         o 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.
         • First, login to my.med and create the position in the Perelman School of Medicine FAPD Ad Generator; Next, submit the position to Interfolio Faculty Search and add the search committee members; Review the position description for accuracy and submit for approval in Interfolio.
         • The position must be approved by a Diversity Search Advisor (DSA) before publishing in journals and open to applicants.
         • After DSA approval, the faculty ad is posted on the Faculty Affairs & Professional Development (FAPD) website in Open Faculty Positions
         • Approved faculty positions must be advertised in accordance with the Affirmative Action Guidelines and procedures of the University and the Perelman School of Medicine.
         • Approved faculty positions will automatically be uploaded from Interfolio Faculty Search to several publications, including ‘Inside Higher Ed’, ‘HERC’ and ‘Diverse Issues in Higher Education’.
         • The faculty position may be published in additional professional journals for outreach if desired (journals may be either on-line or hard copy publications). The ad placement services with a Penn vendor may be helpful for publishing ads.
         • Additional outreach should be conducted to women’s and minority organizations to expand and diversify the applicant pool; Diverse Advertising Resources.
         • The position must be posted and published for at least one (1) month, before a preferred candidate may be identified.

   b) Establish a formal search committee for each position
      • The search committee will include minimum of three (3) faculty members.
         o 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.

LIMITED SEARCH
For New Appointments-- Academic Clinician Track (PART-TIME)

NOTE: This position is designated for internal candidates only

1) Department advertises position(s)
   • A limited search is required for all new Academic Clinician part-time appointments, depending on the current position.
   • The position must be approved by a Diversity Search Advisor (DSA) before publishing in journals and open to applicants, using the FAPD Ad Generator and Interfolio Faculty Search.
   • Approved positions must be advertised in accordance with the Affirmative Action Guidelines and procedures of the University and the Perelman School of Medicine.
   • After DSA approval, the position for Academic Clinician part-time will be posted on the Faculty Affairs & Professional Development (FAPD) website in Open Faculty Positions.
   • The position must be posted for at least one (1) month before a preferred candidate may be identified.