1) Department initiates a formal search process
   a) Advertise position(s)
      • A national search is required for all new Standing Faculty, Tenure and CE; and Research Track faculty 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 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 Faculty Search.
      • 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 the following publications: ‘Inside Higher Ed’, ‘HERC’ 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). The ad placement services with a Penn vendor may be helpful for publishing your ads.
      • A national direct search letter from the department chair/search committee chair may be sent to universities, schools, and departments (may use email for distribution) for outreach to applicants.
      • Additional outreach should be conducted to women’s and minority organizations to expand and diversify the applicant pool; Diverse Advertising Resources.
      • All faculty applicants must apply online per University policy.
      • The faculty position must be posted and published at least three (3) months before a preferred candidate may be identified.
      • The faculty position and search letter are valid for up to two (2) years.
   b) Establish a formal search committee for each position
      • Search committee should be appointed by the department chair.
      • The search committee will include minimum of three (3) faculty members; ensure membership is diverse to include women and minorities; the Diversity Search Advisor (DSA) may serve on search committee, but is not required as search committee member. The DSA serves as an advisor to the search committee.
      • Review proposed search committee members with the search chair and Diversity Search Advisor (DSA). A faculty member from outside the department would be able to provide objective perspectives and will be helpful if the position is designed to collaborate with other departments.
        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.