

**Diversity Search Advisor (DSA) • Best Practices**  
**Perelman School of Medicine (PSOM) • University of Pennsylvania**

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1. [Diversity Search Advisor \(DSA\)](#) meets with Department Chair and/or Division leader to define the faculty position and align the responsibilities and goals of the position with the appropriate faculty track.
2. DSA works with the Department Chair and/or Division leader to identify an appropriate chair of the Search Committee.
3. DSA works with Search Committee Chair and Faculty Coordinator to ensure the appropriate composition of the Search Committee according to the procedures and policies of the [Perelman School of Medicine Plan for Faculty Diversity and Inclusion](#).
4. DSA works with the Faculty Coordinator and Search Committee Chair to create the advertisement.
5. DSA reviews and approves the final ad.
6. DSA attends the first meeting of the Search Committee to ensure that committee members are familiar with University and PSOM policies, [Affirmative Action Guidelines](#), unconscious bias, appropriate interview questions and importance of complete documentation.
7. Ensure that the Chair and the Search Committee take steps to expand the applicant pool i.e. Advertising in journals/publications that reach diverse audiences, networking with diverse colleagues for recommendations, and reaching out to the [Office of Inclusion and Diversity](#) to seek potential candidate names.
8. DSA serves as ex officio member of search committees to assure that best practices are followed and polices are adhered to and that every candidate is given fair consideration.
9. Throughout the process, the DSA is the resource for any candidate or faculty member who may have a question concerning the process and as a resource for the faculty coordinator.
10. If DSA has concerns or questions about the search process, contact the designated [Lead DSA](#) for your department for advice and consultation. In addition, the DSA may contact [the Office of Academic Affairs \(OAA\)](#) at anytime.
11. DSA attends final decision meeting before offers are extended to assure that this process is compliant.
12. DSA reviews and approves the 'Affirmative Action Appointment' form certifying that best practices were followed and that the search is in compliance. If DSA has concerns that the faculty search is out of compliance with School or University policies, contact Lead DSA and/or OAA.

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