

Search Committee Discussion with Dean Alpern 2-2-15

We put forward here suggestions that we feel will meet goals of transparency and inclusion and will result in better outcomes with regard to quality and diversity and will foster a better climate in general at the medical school. Although we are concentrating on senior searches, the same philosophy and guide lines should apply to junior searches as well.

1. When we are discussing changes that must occur in search committees, we are referring to all searches for Chairs of Departments, Section Chiefs, Associate Dean for Faculty Affairs, Associate Dean for Scientific Affairs, School of Medicine Diversity Officer, and Directors of Special Programs, (e.g. Stem Cell Program).
2. Although input from the Diversity Officer will be an integral role of the search process, many changes can be made immediately
3. The composition of all search committees through the Dean's office should be 50% women and URM
4. In particular, the search committees for Diversity Officer, Associate Dean for Faculty Affairs, and Associate Dean for Scientific Affairs should have 50% women and 2 people from Swim
- 5. Members of the search committees must have an appropriate record of encouraging and supporting women and minorities**
6. The job description and qualifications for each search must be available on a website
7. The charge to the search committee must be available on a website

8. The composition of the entire search committee must be available on a website

9. The advertisements for searches should be placed in website of Executive Leadership in Academic Medicine (ELAM) and American Association of Medical Colleges (AAMC)

10. Search committees can include faculty at associate professor level

- 11. Final candidates must have demonstrated an appropriate record of encouraging and supporting women and minorities**

12. The final list must include at least 1 women and/or URM

13. Offers to candidates must be transparent by informing either the Diversity Officer or the head of SWIM

- 14. SWIM must be notified of new searches and the identity of the chairs of the new search committees before the composition of the search committee is decided**

15. The Dean should indicate to the departments that all search committees (e.g. Assistant professors, etc) must also consist of 50% women and URM