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 must include every effort to enhance the recruitment of women and
           underrepresented minorities and to ensure the inclusion of such candidates in the candidate pool.
      • Approved positions must be advertised in accordance with the Affirmative Action guidelines and
        procedures of the University and the Perelman School of Medicine.
      • The advertisement text must be approved by a Diversity Search Advisor (DSA) using the PSOM
        Faculty Ad Generator online application < www.med.upenn.edu/apps/my/fapd >
      • After DSA approval, the ad for Academic Clinician full-time will be posted on the Faculty Affairs &
        Professional Development website < http://www.med.upenn.edu/apps/jobpostings/public/>
      • The faculty ad must be placed in one (1) other location, which may include professional journals, on-
        line advertising, or websites of professional organizations.
      • Additional outreach should be conducted to women’s and minority organizations to expand and
        diversify the applicant pool
      • Ad must be posted and published for at least one (1) month, in both locations, before a preferred
        candidate may be appointed
   b) Establish a formal search committee for each position
      • The search committee will include three (3) faculty members.
         o Search committees should, if possible, include among their members women and minority
           faculty. All members of the search committee should have responsibility to identify and
           recruit qualified women and minority persons.

2) Completed AA Appointment Form is required
   http://www.med.upenn.edu/fapd/AffirmativeAction.shtml

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

NOTE: This position is designated for internal candidates only for three (3) years

1) Department advertises position(s)
   • A limited search is required for all new Academic Clinician part-time appointments, depending on current
      position http://somapps.med.upenn.edu/fapd/documents/ext00219.pdf
   • Approved positions must be advertised in accordance with the Affirmative Action guidelines and
      procedures of the University and the Perelman School of Medicine.
   • The advertisement text must be approved by a Diversity Search Advisor (DSA) using the PSOM Faculty
      Ad Generator online application < www.med.upenn.edu/apps/my/fapd >
   • After DSA approval, the ad for Academic Clinician part-time will be posted in one (1) location only:
      1) Posting of the faculty ad on the Faculty Affairs & Professional Development website
         < http://www.med.upenn.edu/apps/jobpostings/public/>
      • Ad must be posted for at least one (1) month before a preferred candidate may be appointed

2) Completed AA Appointment Form is required
   http://www.med.upenn.edu/fapd/AffirmativeAction.shtml