NATIONAL SEARCH
For New Appointments
Standing Faculty, Tenure and CE, and Research Track

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.
        - *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 faculty ad is posted on the Faculty Affairs & Professional Development website <http://www.med.upenn.edu/apps/jobpostings/public/>
      - The faculty ad must be placed in a minimum of two (2) professional journals (the journals may be either on-line or hard copy publications). The professional journals should target the specific clinical or research field listed in the ad text.
      - In addition to the ads published in 2 professional journals, outreach should be conducted to women’s and minority organizations to expand and diversify the applicant pool. Ads placed for diversity outreach are in addition to the professional journal ads.
      - A formal national direct search letter from the department chair/search committee must be sent to universities, schools, and departments (may use email for distribution)
      - All faculty applicants must apply online per University policy
      - The faculty ad must be posted and published at least three (3) months before a preferred candidate may be appointed
      - The faculty ad and search letter is valid for up to two (2) years

   b) **Establish a formal search committee for each position**
      - Membership of the search committee must be appointed by the department chair.
      - The search committee will include senior faculty from the home department (one should be a member of the departmental COAP). For Tenure Track, Clinician Educator and Research Track candidates at the Associate Professor or Professor level, one or more PSOM senior faculty with primary appointments outside of the home department may be included.
        - *Search committees should, if possible, include among their members women and minority faculty. All members of the search committee should have the responsibility to identify and recruit qualified women and minority persons.*

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

Source: University Affirmative Action Guidelines
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