Diversity Search Advisor
Role and Responsibilities
Perelman School of Medicine (PSOM) at the University of Pennsylvania

“Diversity Search Advisors will replace faculty Affirmative Action Officers and, through their increased numbers and closeness to the search process, will make possible the design of broader applicant pools and more detailed scrutiny of a wide group of candidates. Although there may be School-level variations, early engagement of the Diversity Search Advisor in the recruitment process will be an essential element of all School diversity plans.” (Penn's Action Plan for Faculty Diversity and Excellence, June 27, 2011)

Responsibilities:

- Works diligently to promote the goals of the Perelman School of Medicine Plan for Faculty Diversity and Inclusion
- Maintains a working knowledge of University and PSOM policies and procedures related to faculty searches, faculty tracks and appointments
- Serves as a resource in defining the faculty position and aligning the responsibilities and goals of the position with the faculty track; works with Faculty Coordinator, Department Chair, Search Committee Chair in creating the advertisement
- Reviews and approves the final faculty ads prior to publication
- Evaluates national pool data and participates in designing the recruitment effort to assist in ensuring outreach through various methods (journal ads, direct contact, professional listserves, contacts at national meetings, etc.) to a broad pool of candidates and that proactive search practices are used for recruiting faculty.
- Works with departmental COAP Chairs, Education Officers, Vice Chair for Faculty Affairs/Faculty Development, other department leadership for development of strategies for improving the faculty pipeline
- Works with department leadership, the Vice Dean for Inclusion and Diversity, and Faculty Affairs and Professional Development (FAPD) to ensure that appropriate and compliant searches are conducted
- Works with Faculty Coordinator as needed throughout the search including ensuring appropriate documentation of the search
- Ensures that Search Committee members are familiar with University and PSOM policies, unconscious bias, appropriate interview questions and evaluation and selection of candidates; reinforce the importance of collecting and maintaining documentation about the search process
- Attends first Search Committee meeting for each faculty search in the department; may wish to attend more meetings if possible
- Serves on Search Committee whenever possible
- Provides advice and support to search committees and ensures that every qualified candidate is given equal consideration
- Identifies key themes affecting the search process and recommends learning opportunities
- Reviews and approves the Affirmative Action (AA) Appointment Form confirming that the search process was conducted in accordance with University policy
- Reviews and approves Affirmative Action (AA) Promotion and Termination forms confirming that actions were conducted in accordance with University policy
- Participates in meetings with other Diversity Search Advisors, Vice Dean for Inclusion and Diversity, Vice Dean for Faculty Affairs, Office of Faculty Affairs and Professional Development

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