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 should be sufficiently broad to capture all qualified individuals, including those who are members of underrepresented groups. Ensure that full and fair consideration has been given to women and minorities.
      - 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 <http://my.med.upenn.edu/ >
      - 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/faculty_ad/ >
      - The faculty ad must be placed in one (1) other location, which may include professional journals, online 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 minimum of three (3) faculty members.
        o Wherever possible, search committees should include individuals from groups underrepresented on the Penn faculty, proponents of diversity, and individuals with clinical and research interests compatible with those sought through the search.

2) Completed AA Appointment Form is required
   https://www.med.upenn.edu/fapd/affirmative-action.html

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

NOTE: This position is designated for internal candidates only

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 <http://my.med.upenn.edu/ >
   - After DSA approval, the ad for Academic Clinician part-time will be posted in one (1) location only: Posting of faculty ad on the Faculty Affairs & Professional Development website <http://www.med.upenn.edu/apps/faculty_ad/ >
   - Ad must be posted for at least one (1) month before a preferred candidate may be appointed

2) Completed AA Appointment Form is required
   https://www.med.upenn.edu/fapd/affirmative-action.html