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.
         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 faculty ad is posted on the Faculty Affairs & Professional Development website <http://www.med.upenn.edu/apps/faculty_ad/>
      • 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)
      • 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)
      • Additional outreach should be conducted to women’s and minority organizations to expand and diversify the applicant pool
      • 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.
         o 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/affirmative-action.html>

Source: University Affirmative Action Guidelines
Revised 6-2017
SAMPLE Automated Email for Faculty Ad Approval with Search Resources

- Distributed to DSA, Search Chair and Committee Members, Faculty Coordinator and Applicant Manager

-----Original Message-----
From: Faculty Affairs [mailto:facmail@mail.med.upenn.edu]
Sent: Thursday, May 18, 2017 10:54 AM
To: rentas@email.chop.edu; maxwell@email.chop.edu; mcgowanf@email.chop.edu; lockmanj@email.chop.edu; nance@email.chop.edu; schleelein@email.chop.edu; cahill@email.chop.edu; fiadjoej@email.chop.edu; bergra@email.chop.edu; grasse@mail.med.upenn.edu
Subject: Your ad [Division Chief of Pediatric General Anesthesiology] has been approved

You can see the text of your ad here: 
https://www.med.upenn.edu/apps/faculty_ad/index.php/d4670

REMINDER: Searches must be conducted in accordance with the University and Perelman School of Medicine's policies and processes. In the event that the Diversity Search Advisor determines that the search does not comply with established policies and guidelines, the appointment will not be processed.

For implementing the Search Committee Process, review important information via these links:

* Search Committee Resources
http://www.med.upenn.edu/fapd/search-committee-resources.html

* Search Committee Resource Manual -- Manual for Search Committees to conduct searches according to Affirmative Action guidelines including information on University and other applicable resources.
https://somapps.med.upenn.edu/fapd/documents/fa00016.doc

* AAMC E-Learning Seminar -- This presentation is designed to acquaint Search Committees with research about unconscious bias that may influence the evaluation and selection of candidates.
https://www.aamc.org/initiatives/leadership/recruitment/178420/unconscious_bias.html

* Implicit Association Test --Project Implicit blends basic research and educational outreach in a virtual laboratory at which visitors can examine hidden biases. https://implicit.harvard.edu/implicit/

* Best Practices for Faculty Recruitment and Orientation -- Describes Best Practices that may be utilized by Search Committees and Faculty Coordinator to enhance the expansion and diversity of applicant pools in faculty searches. https://somapps.med.upenn.edu/fapd/documents/ext00061.pdf

* Faculty Candidate Evaluation Form -- Search Committee members should use an evaluation form to evaluate candidates for recruitment of tenure, clinician-educator, academic clinician and research track faculty positions. This is a SAMPLE.
https://somapps.med.upenn.edu/fapd/documents/fa00030.doc