Faculty Affairs Professional Development and Diversity (FAPDD)

Tools & Resources on Faculty Recruiting

Fundamental Practices - Recommendations:

1. **Search committees** have diverse members (race, ethnicity and gender) for all hires.\(^{14, 17}\)
2. Hiring authority provides formal **charge** to committee that reinforces the importance of diversity and reiterates selection criteria.\(^{3, 16}\)
3. Enhance job advertisement language with updated **diversity statement** and revise language to be more inclusive.\(^{8, 13}\)

Advanced Practices – Recommendations:

1. **Online unconscious bias training** completed by search committee before launch meeting.\(^{5, 6}\)
4. Search committee members conduct structured interview with **behavior-based questions**.\(^{1}\)
5. **Post job advertisement** in societies for women and minorities in medicine and science in addition to more traditional channels. Department can work with their assigned recruiting consultant to develop a diverse outreach protocol.\(^{2, 15}\) To schedule, contact: iusmhire@iu.edu
6. Appoint a search committee member as diversity advocate to help ensure that the search is consistent with **best practices**.\(^{17}\)
7. Search committee chair and/or HRBP initiates an in person or online guided tour of online **toolkit** for equitable search practices.\(^{9, 11, 17}\) To schedule, contact: iusmhire@iu.edu
8. Conduct structured **evaluation of CVs** according to a pre-defined competencies.\(^{5, 7}\)
9. Ensure women and minority candidates who interview on campus meet other women and minorities during interview.\(^{16}\)
10. Conduct review of department website to assess whether it displays openness to diversity and make necessary changes.\(^{17}\)
11. Conduct review of department events such as grand rounds and seminar series to assess whether women and faculty of color have been equitably represented as speakers. Make a plan for necessary changes.\(^{10, 17}\)
12. Assess whether photos, artwork, and other artifacts in the department equitably represent women and faculty of color. Make a plan for necessary changes.\(^{17, 18}\)
13. Ensure women and URM trainees are aware that Chair and/or Division Director is available to meet regularly with them for purpose of developing internal pipelines to faculty.\(^{3, 11, 12}\)

For additional resources, please visit our Faculty Recruiting Toolkit

Relevant Literature


