

# Limiting Bias

## Promising Practices For Searches



### Guide to the First Search Committee Meeting

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#### **Vision and Importance**

- Committee Chair emphasizes importance of committee member involvement, perspective, and commitment
- Clarify and prioritize needs of hiring department
  - Refer to departmental diversity plan
- Learn about fellow committee members and be respectful of everyone's contribution
- Maintain confidentiality

#### **Leverage resources from Office of Diversity and Outreach**

- Review and use UCSF guidelines and best practices documents for conducting an equitable and inclusive search to attract diverse groups of faculty:
  - Your Responsibilities as a Search Committee Member
  - Education about limiting bias:
    - Limiting Bias: Promising Practices for Searches across Schools
    - Combat Gender Bias with Effective Hiring Practices tip sheet
    - Individual Accountability - take the IAT (<https://implicit.harvard.edu/implicit>) before the first meeting
  - Monitor committee activities for DEI by leveraging Faculty Equity Advisors (FEAs) who will:
    - Review the search plan
    - Review the applicant pool and sign off on shortlist
  - Consider Contributions to Diversity Statement
    - Essential foundational element of application process
    - See diversity statement materials (<https://diversity.ucsf.edu/contributions-to-diversity-statement>)
    - Utilize scoring rubric to evaluate diversity statements

#### **Planning for Development of the Shortlist**

- Avoid shortlists comprising only 1 or 2 applicants
- If the pool does not reflect the diversity of the national pool of candidates, expand outreach efforts