Guide to the First Search Committee Meeting

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:
    o Limiting Bias: Promising Practices for Searches in the School of Medicine
    o Combat Gender Bias with Effective Hiring Practices tip sheet
    o 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:
  o Review the search plan
  o Review the applicant pool and sign off on shortlist
• Reference materials related to required Contributions to Diversity statement
  o See materials (https://diversity.ucsf.edu/contributions-to-diversity-statement) on ODO website
  o Plan to utilize/modify 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