

Limiting Bias

Promising Practices For Searches



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:
 - Limiting Bias: Promising Practices for Searches in the School of Medicine
 - 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
 - Reference materials related to required Contributions to Diversity statement
 - See materials (<https://diversity.ucsf.edu/contributions-to-diversity-statement>) on ODO website
 - 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