

FACULTY AND ACADEMIC STAFF HIRING AND SEARCH COMMITTEE POLICY

Before a search can commence, the funding for the faculty position must be approved by the appropriate funding entity and the Office of Faculty Affairs (OFA) notified of the approval of the position by SOM Fiscal Affairs Office. In addition, Part I and II of the Hiring Plan must be submitted and approved by the Office of Equal Opportunity for tenure and tenure track positions and by the Office of Faculty Affairs for all other faculty and academic staff positions.

The Search Committee facilitates the recruiting and screening of candidates for a faculty or academic staff position to ensure the process upholds Wayne State University's commitment to diversity and equal opportunity. WSU School of Medicine (SOM) requires that Search Committees be formed when filling all faculty (tenure, tenure-track, research-educator, clinician-educator or research track) and academic staff positions. The committee is comprised of individuals who have a variety of perspectives and a commitment to diversity. The committee is to include women and under-represented in medicine faculty. As needed, please consult OFA for assistance in identifying URM or female faculty to serve on search committees. The search committee ensures that all candidates are considered equitably and consistently throughout the process. The chair of the committee provides oversight and is responsible for scheduling and establishing the agenda as well as moving the committee through the search process in a timely and efficient manner.

The Office of Equal Opportunity (OEO) has developed a guide to assist search committees with successful faculty searches. The guide, which may be accessed at: http://oeo.wayne.edu/guide_for_successful_searches_nrw.pdf, provides valuable information to be utilized by search committees and department leadership.

SEARCH COMMITTEE PROCEDURES

The department chair or unit director constitutes a search committee for faculty recruitment. The dean constitutes a search committee for department chair positions. A representative from the SOM Office of Faculty Affairs (OFA) must be invited to the first search committee meeting to discuss search procedures and presents for discussion the AAMC video "[What You Don't Know: The Science of Unconscious Bias and What to do about it in the Search and Recruitment Process](#)".

Duties of the search committee include:

- 1) Maintain confidentiality throughout the process.
- 2) Create a job description that directly relates to the requirements of the position that widens the pool of potential candidates.

- 3) Post the position on the [WSU Online job site](#).
- 4) Advertise position such that a diverse candidate pool will have an opportunity to be exposed to the faculty search. Place announcements in newspapers, journals and publication aimed specifically at minorities, women and people with disabilities in the field. Send announcements to specialty associations, minority colleges, Chairs, Program Directors, etc. The link to the WSU Online posting should be include in all of the communication. The position will be automatically posted in the [higheredjobs.com](#) by the Office of Faculty Affairs.
- 5) Establish selection criteria and procedures for screening and interviewing job candidates
- 6) Determine time frame for application submissions.
- 7) Develop a group of core questions based on position-related criterial by which all of the candidates are to be evaluated.
- 8) Screen applications submitted via the Wayne State University Online Hiring System for candidates who meet the minimum and preferred qualifications.
- 9) Schedule qualified candidates for first round interviews. These interviews may be done by phone, skype, etc.
- 10) Identify candidates for second round of interviews.
- 11) Request recommendation letters.
- 12) Schedule second round of interviews allowing equal time for each candidate to interview and meet with the same University personnel whenever possible.
- 13) Identify the best qualified candidate(s) based on the position requirements, other candidate's qualifications and diversity objectives.
- 14) Submit name(s) of the selected candidates to the department chair/unit director or dean.