

Lead Diversity Search Advisor

Perelman School of Medicine (PSOM) • University of Pennsylvania

Role and Responsibilities

The Lead Diversity Search Advisors report jointly to the Vice Dean, Inclusion, Diversity & Equity (OIDE) and the Executive Director of Faculty Affairs & Professional Development (FAPD). The following bullet points highlight the key responsibilities of the position:

- Serves as a resource for PSOM Diversity Search Advisors in promoting the goals of the Perelman School of Medicine (PSOM) for faculty diversity and inclusion, and regarding the policies and procedures related to faculty searches, faculty tracks and appointments;
- In collaboration with the Offices of Inclusion, Diversity & Equity (OIDE) and Faculty Affairs and Professional Development (FAPD), assesses, develops, and promulgates best practices in the development of the broadest and strongest candidate pools and the attraction of diverse, qualified candidates;
- In partnership with the Associate Director of Faculty Affairs, meets with each Department's faculty coordinator and DSA(s) annually; Provides orientation and training to newly appointed DSA's in PSOM; Develops DSA resources and tools and assures that the DSA cohort is aware of these resources;
- Serves as a departmental DSA as appropriate. In this role, reviews applicant pools in Interfolio Faculty Search to ensure search was conducted with broad outreach to diverse audiences and applicants.
- Works with departmental leadership, PSOM leadership, the Vice Dean of Inclusion, Diversity & Equity, the Vice Dean of Faculty Affairs, and Faculty Affairs and Professional Development (FAPD) to ensure that appropriate and compliant searches are conducted;
- Works with Vice Dean of Inclusion, Diversity & Equity and PSOM leadership to develop retention policies and programs to enhance diversity;
- Works collaboratively with the Office of the Vice Provost for Faculty on initiatives and programs supporting Penn's Action Plan for Faculty Diversity and Excellence;
- Serves as the DSA representative to the Advisory Council of the Office of Inclusion and Diversity and supports the mission and goals of the Office;
- Develops and updates an institution-wide agenda in faculty diversity in collaboration with Vice Dean and FAPD;
- Serves as a back-up for the departmental DSA's when the designated DSA is not able to do so due to a conflict of interest or other unavoidable circumstance;
- Participates in the development of faculty professional development programs;
- Leads and/or participates in the scholarly initiatives of the OIDE;
- Other duties as assigned.

Diversity Search Advisor in Departments

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“Diversity Search Advisors will replace faculty Affirmative Action Officers and, through their increased numbers and closeness to the search process, will make possible the design of broader applicant pools and more detailed scrutiny of a wide group of candidates. Although there may be School-level variations, early engagement of the Diversity Search Advisor in the recruitment process will be an essential element of all School diversity plans.” (Penn’s Action Plan for Faculty Diversity and Excellence, June 27, 2011)

Responsibilities:

- Works diligently to promote the goals of the Perelman School of Medicine Plan for Faculty Diversity and Inclusion
- Maintains a working knowledge of University and PSOM policies and procedures related to faculty searches, faculty tracks and appointments
- Serves as a resource in defining the faculty position and aligning the responsibilities and goals of the position with the faculty track; works with Faculty Coordinator, Department Chair, Search Committee Chair in creating the position description
- Reviews and approves the final faculty position prior to publication and advertising
- Evaluates national pool data and participates in designing the recruitment effort to assist in ensuring outreach through various methods (journal ads, direct contact, professional listserves, national meetings, etc.) to a broad pool of candidates and that proactive search practices are used for recruiting faculty.
- Works with departmental COAP Chairs, Education Officers, Vice Chair for Faculty Affairs/Faculty Development, other department leadership for development of strategies for improving the faculty pipeline
- Works with department leadership, the Vice Dean, Inclusion, Diversity & Equity (OIDE), and Faculty Affairs & Professional Development (FAPD) to ensure that appropriate and compliant searches are conducted
- Works with Faculty Coordinator as needed throughout the search including ensuring appropriate documentation of the search
- Ensures that Search Committee members are familiar with University and PSOM policies, unconscious bias, appropriate interview questions and evaluation and selection of candidates; reinforce the importance of collecting and maintaining documentation about the search process
- Attends first Search Committee meeting for each faculty search in the department; may wish to attend more meetings if possible
- Serves on Search Committee whenever possible, or assigns designee
- Provides advice and support to search committees and ensures that every qualified candidate is given equal consideration
- Identifies key themes affecting the search process and recommends learning opportunities
- Reviews applicant pools in Interfolio Faculty Search to ensure search was conducted with broad outreach to diverse audiences and applicants
- Participates in meetings with other Diversity Search Advisors, Vice Dean, Inclusion, Diversity & Equity (OIDE), Vice Dean for Faculty Affairs, Office of Faculty Affairs and Professional Development