

University of Louisville School of Medicine Faculty Search Policy

“The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias. We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, socio-economic status, national origin, sexual orientation, disability, and religion-that enrich a vibrant metropolitan research university.

We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining, and supporting students, faculty, and staff who reflect the diversity of our larger society.”

U of L Diversity Vision Statement

University of Louisville School of Medicine Faculty Search Process

Departments in the School of Medicine are asked to conduct search processes for new faculty in accordance with the procedures outlined below.

Search Committee Structure

A diverse search committee helps to encourage a diverse candidate pool. We encourage department chairs to appoint committee members who reflect and embrace the diversity of human differences, perspectives and expertise as articulated in the University of Louisville vision for diversity.

Department chairs are advised to appoint committee members with different backgrounds, perspectives and expertise and with demonstrated commitment to diversity.

Search Committee Charge

In the School of Medicine, our collective goal is to recruit the best possible candidates through search processes that:

- are conducted with integrity and transparency;
- are thorough, comprehensive, and national;
- use the resources available to ensure and produce a diverse candidate pool;
- move expeditiously and systematically;
- respect confidentiality;
- provide candidates with appropriate access to information about the department, School, University and community;
- leave all involved with a sense of fairness;
- provide the requisite information and administrative flexibility to enable a final decision by the department and a smooth appointment process;
- result in the recruitment of an outstanding candidate who will not only meet criteria for the rank and line but will enrich the Louisville community and bring distinction to the School and University.

Confidentiality of the Search Process

In order to keep the process as focused and self-contained as possible, specifics of the search process should not be discussed with anyone outside the search committee with the exception of the department chair or his/her designee. This policy ensures that the candidacy of each person is treated with utmost confidentiality. It also provides an opportunity for those making the selection to have the freedom to discuss the candidates during committee meetings without fear that their comments will be shared outside the deliberations.

Conflicts of Interest

Search committee members should take appropriate steps to avoid conflicts of interest or the appearance of a conflict of interest. For example, in cases where a known candidate, either external or internal, is likely to emerge as the candidate of choice, anyone who has served as a mentor or a collaborator of the candidate should recuse himself or herself from the search and selection process. In some cases, conflicts of interest might emerge only at a later stage of the search. Should this occur, the search committee member with the conflict should recuse himself or herself. Whether a conflict

exists making recusal appropriate is often a fact-specific question requiring case-by-case evaluation. Faculty members with questions should contact their chair or the Office of Faculty Affairs and Advancement.

Advertisements of Faculty Positions

It is at the department's discretion whether to place ads in print or online venues. It is recommended that tenure-track positions be advertised in at least one issue of at least one national journal. Departments are encouraged to also advertise in journals targeted to women and underrepresented minority candidates; this indicates awareness about diversity and may identify promising applicants. Links to a number of these journals are provided on page 22 of the HSC University of Louisville Search Manual which can be accessed from the Office of Faculty Affairs and Advancement website at: <http://louisville.edu/medicine/facultyaffairs/faculty-resources>

Requirement for Data Collection

Meeting LCME accreditation standards requires collection of data on the school's identified diversity categories. Departments will be asked to report the data below during the final steps of the hiring process.

School of Medicine Identified Diversity Categories			Total # of applicants
	Declined Offers	This Hire	
Black/African American			
Hispanic/Latino			
Women*			
* Women can be counted in more than one category			

Record Keeping Beyond the Search

In accordance with University policy, departments must retain complete records of each search, including vitae of applicants, for at least three years. Such records should include copies of advertisements and solicitations for nominations; applicant and nominee correspondence; records of committee meetings; evaluations of candidates at each step of the process; information associated with the interview process; the committee's ranking of the definitive pool; and other information, as appropriate.

Recruitment Process

Search committee chairs are encouraged to attend a diversity and inclusion training session prior to assuming their duties as chairs. In addition, each department will identify a faculty member to receive additional education in diversity and inclusion, and act as a resource for their departments' search committees. Search committees and/or departments are strongly encouraged to provide interview candidates with a packet of materials containing specific information on the department, School, University and the Louisville community. Such materials might include departmental faculty profiles, academic planning documents, school of medicine strategic plan, etc. These items should expand the candidate's knowledge of the department and School of Medicine.

Request for Waiver of Search

Sometimes a waiver of search may be granted when an exceptionally distinguished person is unexpectedly available, or an excellent candidate arises who would diversify the faculty. Additional reasons for requests for waivers include the requirement for specialized skills or to fill an immediate need due to a work stoppage. The University of Louisville's policy regarding waivers of the search process is noted on the waiver request form and found at the following web address.

<http://louisville.edu/hr/itemsofinterest/searchwaiverdocument.pdf>

If a School of Medicine department is planning to submit a waiver of the search process, the department chair must submit the waiver request form electronically to the Office of the Dean where it is forwarded to both the finance office and the Vice Dean for Faculty Affairs and Advancement who review the request. If approved it is forwarded to the Office of Human Resources for final approval. A copy of current curriculum vitae of the candidate must be submitted along with the other requested documentation. In general it should be noted that the requests for search waiver are granted only in exceptional circumstances and in situations with compelling programmatic needs.

Posting of Faculty Position on the University of Louisville Human Resources Jobs Page

All faculty vacancies should be posted to the University of Louisville Human Resources Jobs Page. Applicants should follow the procedures outlined in the job announcement and attach only their CV to the application and submit other documents as required to the search committee chair.