Faculty Recruitment Update

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Goals for changes in recruitment

Fill each position with the best candidate.

Increase diversity in the faculty at UCD SOM.

Streamline the process with suggested templates to be modified as desired.
Goals for changes in recruitment: Increasing diversity

Academic excellence includes having a diverse faculty:

To improve awareness and appreciation of cultural differences

To promote research that is inclusive of the needs of minority groups

To improve the care delivered to minority and medically underserved groups.
## Faculty Diversity Statistics

<table>
<thead>
<tr>
<th>Group</th>
<th>% UCD</th>
<th>% Nationally</th>
<th>% California</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>1.6</td>
<td>3.2</td>
<td>7</td>
</tr>
<tr>
<td>American Indian</td>
<td>0.3</td>
<td>0.1</td>
<td>0.6</td>
</tr>
<tr>
<td>Asian</td>
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<td>12.7</td>
<td>12</td>
</tr>
<tr>
<td>Latino</td>
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<td>4.0</td>
<td>31</td>
</tr>
<tr>
<td>White</td>
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<td>70.2</td>
<td>49</td>
</tr>
<tr>
<td>Women</td>
<td>30.7</td>
<td>31.3</td>
<td>50</td>
</tr>
</tbody>
</table>
Search Committee Membership
Important changes: Search committee membership

- At least one person of color. Can be a Volunteer Clinical Faculty (who may vote). We can provide help in identifying this person.

- One person identified to monitor affirmative action.

- At least one woman.
Search committee membership: Affirmative action designee

Read “Recruitment and Retention of Faculty booklet

Review APM-500, especially Exhibit C

Know recruitment goals

Be sure that interviews and search committee discussions follow affirmative action best practices
Search committee membership: Conflict of interest

No one should serve on a search committee who has a conflict of interest. Examples are: a candidate for the position, a mentor of a candidate for the position, a partner or family member of a candidate for the position.
Search committee membership: Conflict of interest

If a committee member is personal friends with a candidate, the committee member should be open about the relationship he/she has with the candidate.
Search committee membership: Conflict of interest

The chair of the search committee is responsible for assuring that there are no conflicts of interest for members of a search committee. If there is a conflict, the member should be replaced.
Each search committee member will receive a letter from Academic Affairs notifying them about:

- The search committee membership
- The position description
- The search process
Search Plan
Search Plan

- List specific qualifications related to the position that are accessible and quantifiable

- One qualification should be “Ability to work cooperatively and collegially within a diverse environment.”
A general advertisement will be published regularly in the New England Journal of Medicine, JAMA, and Physician Scientist. These advertisements will refer potential applicants to the Vice Provost’s Web page for specific position advertisements.
General advertisements will also be placed in the following diversity related journals: National Medical Association, National Hispanic Medical Association, Association of American Indian Physicians, and the Asian American Physician Association.
Broaden the Search

- Discuss with Jesse Joad. We will be updating this information as we find more resources.
- Calls to colleagues (may ask especially for names of qualified women and persons of color).
Set date to begin to review applications

- Best practices for a diverse search suggest that candidates should be compared.

- Consider setting a date 6 weeks after the advertisements are sent out for convening the search committee.

- Advertisement should say “for full consideration submit applications by…”
Send letters of acknowledgement

- Send letters to all applicants thanking them for their interest and giving them a timeline about when they should expect to hear from you again.
- Include Helpful Websites page for candidates to explore UCD
- Vice Provost website
  http://academicpersonnel.ucdavis.edu/facrec/
Send letter encouraging them to fill out confidential applicant survey

- In order to determine if we have a diverse pool of applicants, we need to know the gender and race/ethnicity of the applicants. Send cover letter encouraging them to fill out the survey and to send it back to you in the addressed and stamped envelope.
Important changes: Selecting candidates to interview

- State how faculty will have input into this process.
- Determine why a candidate is not selected according to selection criteria.
- Send letters to applicants advising them of their current status.
Selecting candidates to interview: Interim Report

An interim report should be filled out and approved by the Chair and Dean before candidates may be invited for an interview. The report should reflect that the applicant pool is diverse. If the pool is not diverse, the report should enumerate the efforts that have been made to attract a diverse pool.
Interviews
Interviews

Make the candidates feel wanted and welcome.

“Never did I feel as if the goal of the recruitment process was to “fill a position”. I felt as if they wanted me. After many years of training, it was an awfully good feeling.”
Send the “interview tips” form to each person interviewing the candidate.

Say “We know there are considerations outside of the job that influence your decision to come to UC Davis. Do you have any other questions you would like to ask me?

May want to introduce the POP and mortgage programs.
Important changes: Interviews

- Each candidate should be asked the same questions by at least one person
Contact Dr. Joad if you have a person underrepresented in medicine (URM) who has been chosen for an interview. She will help arrange a URM on our faculty to interview the candidate.
Gregg Servis (Director of Faculty Development) will meet with your recruits during their second interview visit if you would like him to explain the Faculty Development and Mentoring programs.
The same questions need to be asked of each reference for all candidates. Follow up questions are allowed.
Final Selection
Important changes: Faculty input into final selection

- Faculty must have input into the final selection. The department needs to set voting procedures for how this will occur. Possibilities include: Vote yea or nay on search committee’s choice, choose between the top few candidates selected by the search committee.
Keeping track of URM candidates

If you decide a URM candidate chosen for interview is not the right person for your job but that they may be a good faculty fit at some point in the future, give their name to Dr. Joad who will contact them yearly.
Before you make your provisional offer to the chosen candidate

Discuss the proposed series, rank and step of your candidate with the Associate Dean of Academic Personnel, Ed Callahan.
Diversity Enrichment Award

To augment recruitment packages for faculty members or to support second or third year fellows who do research in an area that would result in improved health in ethnic and racial minorities, gay and lesbian persons, disabled persons, and persons of low socioeconomic status.

$ 30,000/year for 3 years for faculty

$ 20,000/year for 2 years for fellows
The minimum times to expect for a start date after you have submitted your final selection paperwork are:

- 3 months for candidates that need approval by the Vice Provost
- 1 month for candidates that need approval by SOM Academic Affairs
How we plan to help the process:

- Jan Weir is available for questions.
- Check list