



## **Faculty Search Policy to Create Excellence and Diversity**

### **TO WHOM THIS POLICY APPLIES**

The policy applies to all members of search committees and to the hiring authority in searches for faculty and senior administrative staff.

### **WHO NEEDS TO KNOW THIS POLICY**

All faculty, senior administrative staff, and search coordinators.

### **PURPOSE/BACKGROUND**

The University of Nevada, Reno School of Medicine (UNR Med) recognizes that diversity promotes excellence in education, research and health care. UNR Med is committed to creating a diverse and inclusive environment and this policy will ensure that faculty and senior administrative staff searches are conducted in a manner that is in alignment with our commitment to institutional diversity and inclusion as well as our mission. The University of Nevada, Reno School of Medicine will engage in systematic and focused recruitment activities to achieve mission-based diversity outcomes in addition to merit and qualification goals. The Council for Diversity Initiatives (CDI) will periodically review the definitions for Mission-Based Diversity Groups for recruitment and route for approval through the UNR Med Executive Committee.

### **POLICY**

UNR Med will adhere to the University of Nevada, Reno's (UNR) policy (University Administrative Manual section 2520) for searches with the exception that the Council on Diversity Initiatives will define UNR Med's diversity categories.

### **DEFINITIONS (as needed)**

**Diversity:** representative multiplicity of people, backgrounds, perspectives, experience, and goals.

**Inclusion:** commitment and action that identifies conscious and unconscious bias, in order to create an environment in which everyone has a voice that is heard.

### **RESPONSIBILITIES & PROCEDURES (as needed)**

#### **I. Responsibilities:**

A. The Office of Diversity and Inclusion will:

1. In collaboration with the Standing Search Committee and the Office of Professional Recruitment, develop and deliver diversity training programs to address bias in the recruitment process.
2. In collaboration with the Office for Continuous Institutional Assessment, perform ongoing assessments no less frequently than every two years and measure the educational program efforts and their impact.

**B. The Office of Professional Recruitment will:**

1. Guide, support and oversee the procedures of this policy, as well as provide summary data regarding the diversity of the candidate pool, offers, and hires to the Hiring Authority or the chair of the Search Committee, the CDI, and the Dean.

**II. Procedures:**

(These procedures apply to both academic and administrative faculty searches.)

**A. Academic and Administrative Faculty Searches**

1. The CDI will survey institutional constituents periodically to ensure that UNR Med's mission-based diversity categories are current and consistent with its mission.
2. Every Search Committee should be comprised of a diverse group of faculty with the potential addition of students, staff or residents. When possible, committees should include two or more members of each gender and two or more members representing school-identified diversity categories. Search Committee members will be asked, with the choice to opt out, to indicate the number of categories they identify with when completing the confidentiality agreement.
3. The composition of each Search Committee and candidate pool will be reported to The Office of Professional Recruitment, which will monitor the Search Committee composition.
4. In order to ensure your position as a search committee member an up to date Diversity and Hiring training will be offered at regular intervals throughout the year.

**B. Training**

1. With the assistance of the Standing Search Committee, The Office of Professional Recruitment will provide training in identifying best practices for an inclusive search process.
2. While all search committee members are responsible to promote diversity and inclusivity throughout the search process, the Search Committee chair will appoint a Diversity Advocate from the committee members. The Diversity Advocate will work to ensure that the committee is implementing strategies learned from the training on unconscious bias to identify and avoid bias and using the Diversity Checklist to guide best practices.
3. UNR Med will require each Search Committee member, as well as the Hiring Authority, to participate in a training on unconscious bias and how to manage bias in Search Committee decisions.

**C. Recruitment and Outreach**

1. Active recruitment and outreach to candidates from school-identified diversity categories will be pursued by committee members and a dedicated recruiter from the Office of Professional Recruitment. Search committees will recruit from resources that support mission-based diversity categories such as the diversity related posting resources provided on the Office of Professional Recruitment website.
2. The Office of Professional Recruitment will utilize external pipelines and partnerships with peer institutions and organizations in addition to internal pipelines such as residency, internship, and fellowship programs to actively recruit and track a diverse and excellent pool of candidates.

3. If an affirmative action placement goal exists, the Office of Professional Recruitment will function as a consultant to the Search Committee regarding the goal.
4. Advertisements will include a statement regarding UNR Med's commitment to diversity and inclusion.
5. All positions must be posted in a minimum of two recruitment resources that target candidates from mission-based diversity groups. The Office of Professional Recruitment will monitor these postings and consult on resources.
6. The chair of the Search Committee and The Office of Professional Recruitment will prepare a strategic hiring and advertising plan related to the recruitment of each faculty position starting at the first Search Committee meeting with follow-up at 90 and 180 days or until filled.

**D. Analysis of the Candidate Pool:**

1. The Office of Professional Recruitment will submit a report reflecting the composition of the applicant pool to the Dean and the UNR Provost. If the composition of the pool reflects UNR Med's mission-based diversity groups, the Dean and or the Provost will approve the request for scheduling candidate interviews or may request additional efforts towards achieving a diverse candidate pool.
2. The hiring authority and the Office of Professional Recruitment will review and approve the scheduling of candidates for phone/ video interviews. The Office of Professional Recruitment may require additional recruitment efforts to further diversify the candidate pool prior to closing the position.
3. Remote and in-person interviews will include standardized questions to assess candidate experience and/or competencies related to diversity and inclusion. Questions should include scoring for consistency and increased validity.
4. All evaluations of candidates in the pool will be related to candidate merit and qualifications.

**E. Mission-Based Diversity Groups**

The Council on Diversity Initiatives (CDI) has identified mission-based diversity groups for faculty, based on an assessment of groups that bring particular value to the educational experience of our learners and have the potential to address healthcare inequities in our community. These categories will be periodically reviewed (no less than every accreditation cycle) and updated by the Council on Diversity Initiatives based on adjustments to the mission of The University of Nevada, Reno School of Medicine, changes in the demographics of our school and our community, and shifts in the health care needs of the community we serve. Categories will be approved by the UNR Med Executive Committee. Please refer to the CDI website for a list of current mission-based diversity groups.

**REVIEW**

*First effective on: 2/27/2017*

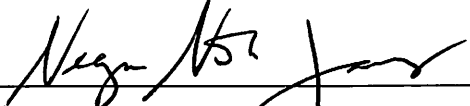
*Reviewed on: 3/30/2018*  *No Change*

*Next review date due on or before: 3/30/2021*

*Department and title of individual who is accountable for revision: Council on Diversity and Initiatives*

**APPROVAL SIGNATURES**

*Approving Agent*

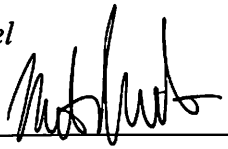
Signature: 

Print Name: Negar Nicole Jacobs

Title: Associate Dean, Diversity and Inclusion

Date: 3/30/2018

*Legal Counsel*


Signature: 

Print Name: Matthew Milone

Title: Sr. Associate Dean for Legal Affairs

Date: 3/30/2018

*UNR MED Dean or Designate*

Signature: 

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Title: Dean, UNR Med

Date: 3/30/2018