Faculty Affairs Professional Development and Diversity (FAPDD)
Tools & Resources on Faculty Recruiting

Fundamental Practices - Recommendations:

1. **Search committees** have diverse members (race, ethnicity and gender) for all hires.¹⁴, ¹⁷
2. Hiring authority provides formal **charge** to committee that reinforces the importance of diversity and reiterates selection criteria.³, ¹⁶
3. Enhance job advertisement language with updated **diversity statement** and revise language to be more inclusive.⁸, ¹³

Advanced Practices – Recommendations:

1. **Online unconscious bias training** completed by search committee before launch meeting.⁵, ⁶
2. Search committee members conduct structured interview with **behavior-based questions**.¹
3. **Post job advertisement** in societies for women and minorities in medicine and science in addition to more traditional channels. Department can work with their assigned recruiting consultant to develop a diverse outreach protocol.², ¹⁵ To schedule, contact: iusmhire@iu.edu.
4. Appoint a search committee member as diversity advocate to help ensure that the search is consistent with **best practices**.¹⁷
5. Search committee chair and/or HRBP initiates an in person or online guided tour of online tool for equitable search practices.⁵, ¹¹, ¹⁷ To schedule, contact: iusmhire@iu.edu
6. Conduct structured **evaluation of CVs** according to a pre-defined competencies.⁶, ⁷
7. Ensure women and underrepresented individuals during interview.¹⁶
8. Conduct review of department website to assess whether it displays openness to diversity and make necessary changes.¹⁷
9. Conduct review of department events such as grand rounds and seminar series to assess whether women and faculty of color have been equitably represented as speakers. Make a plan for necessary changes.¹⁰, ¹⁷
10. Assess whether photos, artwork, and other artifacts in the department equitably represent women and faculty of color. Make a plan for necessary changes.¹⁷, ¹⁸
11. Ensure women and underrepresented in medicine trainees are aware that Chair and/or Division Director is available to meet regularly with them for purpose of developing internal pipelines to faculty.³, ¹¹, ¹²

For additional resources, please visit our [Faculty Recruiting Toolkit](#)

Relevant Literature


