



CEDARS-SINAI®

Faculty Search Committee Guidelines

Expectations of committee members

Cedars-Sinai endeavors to attract the highest caliber clinical and research faculty candidates. Institutional and interdepartmental search committees play a vital part in these processes. Committee members play an important role as they ultimately make recommendations that lead to selection decisions for their future leaders or colleagues. Diversity in candidate identification and selection is highly valued and encouraged. Searches are conducted by incorporating the mission, vision, and values of Cedars-Sinai Medical Center, and identifying finalist candidates who possess position-specific skills and abilities and who embody our organizational values.

The Dean's office, Department Chairs, or Search committee chairs, as appropriate, identify and invite members of the faculty and medical staff to participate. Committee membership should be diverse. An institutional search committee should include members of different departments and institutes while an intradepartmental search can be a smaller group as selected by the Department Chair.

Stages of a faculty search:

- Define the scope of the search
- Update the job description and identify where will be published/posted
- Outline a networking plan and assign committee members for specific contacts
- Ensure that candidate diversity is a priority of the search
- Once the search is launched, search committees will review and evaluate applications
- Top rated candidates will be contacted. Depending on the outcome of the contact, invitations to visit will be extended
- Consider conducting initial interviews via teleconferencing
- Candidates invited for second visits may meet additional leadership and other key stakeholders
- After round one and two interviews, the committee will make finalist candidate recommendations to the committee chair

With the guidance of a search committee chair, searches begin by:

- ***Selection of search committee members:***
 - To include representatives of faculty and medical staff that work with or within the department or division and are colleagues in clinical or research endeavors
 - Committee membership should include diversity representation

- ***Defining goals for the search:***
 - Overall roles and responsibilities for the position as newly defined for future challenges
 - Acknowledging academic achievements that viable candidates will possess
 - Identifying institutions that have strong programs for the type of specialty being sought, and determine if a search committee member has a colleague to contact or is willing to make a networking call
 - Creating a search plan that will invite a diverse candidate pool to apply

- ***Identifying viable sources of networking:***
 - Emails to Deans, Chairs and Program Directors announcing a search and inviting nominations
 - Personal outreach in calls and emails to specific institutions and faculty leaders to generate candidate nominations
 - Placement of position postings in national journals, websites, annual meetings and organization specific publications; placement in specialty publications geared toward diversity candidates
 - Post positions with organizations representing diversity (i.e. National Medical Association, Executive Leadership in Academic Medicine Program for Women)
 - Contacts to national and diversity organizations for referrals and invite interested candidates to apply

The conduct of each search will ensure:

- Search committee members will follow guidance of the chair throughout the search process
- Selection and interview protocol set by the committee in advance
- A diverse pool of candidates is sought
- Candidates selected for consideration will all have access to same information
- Clear and consistent process for reviewing applications
- Final candidate selection will be based on position needs and overall qualities of the candidate
- Confidentiality until a candidate is ready to disclose

Attributes of a diverse search:

- With guidance from the search committee chair and drawing upon viable sources of networking, search activities should be designed to attract a diverse candidate pool
- Diversity for our faculty means selecting, developing and retaining faculty who have specific skills for the position as well as being able to bring a variety of perspectives, personal experiences, values and world-views that are similarly diverse as the patient population that we serve
- As an affirmative action/equal opportunity employer, committed to excellence and to diversity we encourage application from candidates of different races, ethnicities, genders, sexual orientations, ages, veteran status and individuals with disabilities

For assistance with a search committee, contact Patti Carson at 310-423-5538

For additional search committee resources please visit: <http://web.csmc.edu/research-and-education/faculty-development/>