ROLE OF SEARCH COMMITTEE CHAIR IN PEDIATRICS

OBJECTIVE: Oversee and manage search to ensure it is open, fair, and timely

INITIATION OF SEARCH
- Meet with Kristi for pre-Kick-Off Meeting
- Include Department Academic Affairs in all information regarding search and/or candidates
- Watch for any possible conflicts of interest
- Work with identified administrator to Initiate kick-off meeting
- Outreach

KICK-OFF MEETING
- Lead meeting based on provided agenda
- Select Diversity Officer (if not already chosen)
- Encourage Committee to participate open and candidly
- Initiate scheduling monthly meeting

APPLICATION REVIEW
- Instruct committee on preliminary ranking plans
- Review and rank all candidates
- Initiate scheduling of definitive pool determination meeting

DEFINITIVE POOL
- Contact Candidates with assistance from administrator
- Provide admin instructions to schedule first interviews (can be “Skype”)
- Provide list of rejected candidates to Academic Affairs and Admin
- Interview all candidates
- Complete interview evaluation survey (from Academic Affairs)
- Initiate candidate ranking (can be electronic or in-person meeting)

SECOND INTERVIEWS
- Contact finalists with initial invite for second visit
- Ask if references can be contacted for letters
- Provide list of final candidates to Academic Affairs
- Instruct Academic Affairs whether to solicit referee letters
- Provide Div. Admin instructions to schedule visits
  - Must meet with Chair or Vice Chair of Academic Affairs
  - Must schedule meeting with housing office
- Interview all candidates
- Complete interview evaluation survey (from Academic Affairs)
- Initiate meeting to vote on top candidate

DETERMINE TOP CANDIDATE
- Discuss each candidate with all available evaluative info
- Conduct a vote to determine final ranking.
- If not unanimous continue discussing and revote
- Provide final ranking to Chair & Vice Chair of Academic Affairs to select the top candidate to offer

SEARCH REPORT
- Complete search report narratives including diversity efforts & justification for ranking of candidates in the definitive pool.
ROLE OF THE DIVISION CHIEF

- Get approval from Mary Leonard to launch search
- Help assemble the search committee with help from Dr. Sibley and Academic Affairs if necessary
- Work with division manager to complete the Search Initiation Form
- Consider timing of search to capture the largest possible pool of candidates (e.g., out of sync with major national conferences and/or possible candidates emerging from fellowships or residencies).
- Contact prospective search committee to see if they will serve
- Debrief search chair on specifics of ideal candidate (okay to speak at kickoff meeting)
- Write details for ad
- Notify search chair of any known candidates or potential red flags
- Do outreach
  - Consider URM
  - Include/inform Search Chair and Administrator of outreach attempts
- Notify Search Chair of any known or perceived Conflicts of Interest (mentor or collaborator of a candidates)
- Interview candidates for the purpose of providing information to the candidates about the division, job, etc.
- Respect the process and the Search Committee’s role
- Be available to advise search Chair with necessary info (ex: how many candidates can come for interview- help with inter-departmental outreach
- Possibly help finalize search report- ex: info regarding small pool size if nec
- Negotiate offer with top candidate

- **DO NOT** evaluate the candidates until final recommendation is provided by committee.
- **DO NOT** provide evaluative comments or attempt to sway the search committee.
- **DO NOT** attend search meetings
ROLE OF THE COMMITTEE

- Attend monthly meetings
- Do outreach
  - Consider URM
  - Include/inform Administrator of outreach attempts
- Notify Search Chair and Administrator of any Conflicts of Interest (mentor or collaborator of a candidate)
- Review and rank all applications
- Discuss candidates openly and candidly (while ensuring confidentiality)
- Rank candidates after first and second interviews
- Interview all candidates during their visits, attend talks/seminars and dinners
- Complete interview evaluation surveys

ROLE OF THE DIVERSITY OFFICER

The Diversity Officer is expected to monitor the procedures of the search process, the diversity of the total applicant pool and of the group selected for interviews. You might be asked to authorize a section of the search report which describes efforts made in consideration of diversity during the search.

“The search committee, under the direction of the diversity officer, should make efforts to avoid prematurely ranking candidates based on positive and negative stereotyping. Committees are encouraged to consider candidates from a wide range of institutions, including historically Black colleges and universities, and to carefully examine all of an individual's accomplishments, his or her potential for growth, the diversity of perspective that he or she will bring, and any unique contribution the candidate would make to the department.” (Office of Academic Affairs)