SOM <u>FACULTY</u> HIRING GUIDELINES

Critical Contact: Janis Letourneau, Associate Dean for Faculty Affairs

Operational Contacts: Karen Eigenbrod (Basic Science); Cathy Torres (Clinical Science)

The LSU School of Medicine in New Orleans strives for diversity among the leadership, faculty, and learners, acknowledging that a diverse and inclusive school community is essential to fulfilling our mission. To that end, our faculty and faculty leadership recruitment policies and procedures reflect our commitment to diversity and inclusion in our academy, actively seeking candidates that reflect the composition of our community and patient populations and considering all candidates in a fair and consistent fashion. Moreover, our recruitment policy and procedures are reflective of the School of Medicine principles and goals outlined in our Diversity Policy. Diversity is defined broadly to include the full range of human variation or difference, to include but not be limited to race, gender, ethnicity, age, and sexual orientation. While we continue to strive to enhance diversity on our campus, the manner in which race, gender, ethnicity, and sexual orientation are considered in recruitment and hiring shall comply with applicable state and federal law. The following principles and process outline will be upheld with faculty hiring:

- Needs assessment and preliminary business/practice plan
    - o Notify Associate Dean and/or Dean of intent to pursue specific recruitment
    - o Identify programmatic needs (research/clinical equipment, space, support staff)
        - ▪ Obtain letter of commitment from hospital partner if applicable
    - o Develop business/practice plan
        - ▪ Three year plan (basic science) or minimum one year plan (clinical science)
- Create or update position (PER 1)
    - o PER 1s submitted to Office of Faculty Affairs
        - ▪ Approval of PER 1s required by both Faculty and Fiscal Affairs
    - o Accounts identified must align with business/practice plan above
    - o Approval of PER 1 acknowledges that recruitment process can formally "begin"
        - ▪ Approval for advertisement in advance of approved PER 1 (only clinical science recruits) can be requested of HRM
    - o Indicate if search is for endowed chair
- Advertisement
    - o Required for all positions > or = to 75% effort
        - ▪ Standard is to advertise on national sites
            - • Posting sites selected to reach a broad, diverse applicant pool

- In exceptional circumstances (e.g. "chief residents") posting undertaken internally
- Advertisements note institutional commitment to diversity
  - Respect additional, specific posting requirements for endowed chairs
- Screen and interview candidates
  - Use of diverse and/or representative departmental search committee recommended
    - Inclusion of under-represented minority faculty on committee encouraged
  - Use of screening phone interviews optional
  - On-site interview itineraries reviewed by Office of Faculty Affairs
    - Special interests/needs anticipated in interview itineraries
    - Office of Diversity and Community Engagement or women's leadership included as interviewers as logistically feasible
  - All full time faculty candidates interviewed by Associate Dean for Faculty Affairs and/or other dean's representative
  - All full time candidates interviewed by Director of Faculty Development
- Select candidate, negotiate, draft offer
  - Draft offers reviewed electronically by Faculty Affairs
  - Proposed activities within offer must align with business/practice plan above
  - EEO – 1 form submitted to HRM with subsequent HRM confirmation that invitations have been sent to self-identify (must be done before offer can be released)
  - External consultant contacted to comply with Board of Regents Eminent Scholars Program requirements for endowed chairs if relevant
- Route offer
  - Offer and packet routed to Faculty Affairs
  - Offer released to department
- Signed acceptance

Please note that more detailed operational processes specific to basic and clinical science hires respectively are outlined in supporting documents.