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SOM LEADERSHIP RECRUITMENT GUIDELINES

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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 leadership (pertinent to selection of department heads, center directors, associate and assistant deans) recruitment policy 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; specifically, we actively seek to attract a candidate pool for leadership positions that includes under-represented minorities and women. 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 leadership recruitment:

- Needs assessment, description of duties, preliminary business plan
 - Potential accreditation requirement
 - Planned or unplanned succession
 - New or updated position description
 - Create or update Position Description with outline of duties, required qualifications, and reporting relationship(s)
 - Determine breakdown of effort (clinical and/or research, teaching, administration)
 - Determine funding sources
 - Obtain financial commitment from hospital partner if relevant
- Create or update PER 1
 - Prepared by Office of Faculty Affairs
 - Approval of PER 1 required by Dean, HRM, and Chancellor
 - PER 1 reflects if endowed chair is element of search
 - Approved PER 1 acknowledges that recruitment process can formally “begin”
 - Approval for advertisement in advance of approved PER 1 can be requested

- Advertisement/Posting
 - Required for all positions with administrative duties 50% effort or greater
 - Advertisement normally posted on national sites
 - Advertisements note institutional commitment to diversity and inclusion
 - Posting sites selected to reach a broad applicant pool
 - Networking relationships used to specifically identify under-represented minority and women candidates (e.g. AAMC GDI and GFA, NMA, ELAM, society professional development programs)
 - In exceptional circumstances, advertisements posted only internally
 - Respect additional, specific posting requirements for some endowed chairs
- Screen and interview candidates
 - Use of diverse and/or representative search committee required
 - Committee includes at least one Faculty Assembly elected delegate member
 - For department head searches, committee structure excludes departmental faculty members
 - Committee adheres to principles of “Search Committee Code of Conduct”
 - Honesty
 - Respect for all persons
 - Privacy
 - Confidentiality
 - Search committee respects requirements of any associated endowed chair
 - Search committee identifies qualified candidates for dean’s consideration
 - Use of screening phone interviews recommended
 - To facilitate consideration of a large and diverse pool of candidates
 - To ensure consistency and fairness standardized questions developed in context of Position Description, , focusing on professional achievements/actions and matching up with required qualifications
 - To maintain anonymity of candidates’ interest before on-site interviews
 - To expedite the review process of candidate qualifications and interest
 - On-site interview itineraries structured consistently for all candidates, internal and external
 - Typically, two sets of on-site interviews undertaken
 - First focuses on meetings with leaders from School of Medicine, campus, and partnerships
 - First normally includes a seminar/presentation
 - Second focuses on specific duties/departmental faculty as relevant
 - Office of Diversity and Community Engagement and women’s leadership included as interviewers
 - All candidates evaluated using a standardized evaluation form
 - Commitment to building diversity included as evaluation criterion

- Select candidate, negotiate, draft offer
 - Dean solicits proposals/recruitment needs from preferred candidate(s)
 - On-list and off-list references are obtained
 - Dean negotiates with preferred candidate
 - Dean establishes relevant specific commitments from external partner(s)
 - Offer drafted, reviewed by relevant stakeholders and candidate, edited
 - External consultant contacted to comply with Eminent Scholars Program requirements for endowed chairs if relevant 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)
- Route offer
 - Finalized offer and packet delivered to candidate
- Signed acceptance

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