



## **Your Responsibility as a Member of an Academic Search Committee**

An academic search is an opportunity to recruit excellent candidates and to contribute to UCSF's commitment to diversity. As a Federal Contractor, the University has an obligation to comply with affirmative action regulations governing all levels of employment, including academic personnel practices. These obligations apply to each member of a search committee. Federal and State laws also prohibit discrimination in employment.

### **What you need to know:**

- Academic departments should conduct a thorough search and advertise widely before hiring decisions are made.
- Search committees should engage in extensive outreach and recruitment to ensure that all qualified applicants have equal opportunity to compete for the position.
- Search efforts should include all available and appropriate avenues for publicizing the position, including national publications, personal contacts, listservs, mailing lists, professional and academic conferences, and web sites (such as employment posting sites associated with professional societies).
- Prior to commencing a search, the search committee chair should review with the committee the campus written affirmative action placement goals for hiring women or minorities in the job group for which they are searching. The Office of Affirmative Action, Equal Opportunity and Diversity can be of assistance.
- Search committees should engage in targeted recruitment activities designed to ensure that qualified women and minorities are aware of the available position. These activities are expected for positions that have established affirmative action goals. However, in the final decisions of who to interview and recommend for hire, search committees may not consider the race or gender of candidates.
- Search committees should recognize that personal networks and contacts are often the most effective ways to expand applicant pools. Campus organizations such as women and minority focused organizations are available and willing to assist in identification of candidates and search committee members.
- In addition to general advertising, Federal affirmative action regulations suggest that positions be advertised with organizations and publications that are targeted to women and minority audiences. The UCSF Office of Academic Affairs can also be of assistance.
- Committees should review the search plan and evaluate its adequacy. All efforts should be documented and should include a description of advertising and outreach efforts to attract a diverse candidate pool.
- Applications should be reviewed by more than one person, to minimize the possibility qualified candidates may be overlooked.

- A Search Process Report must be submitted that includes a brief summary of the committee's considerations, and documented efforts.

**Some things you can do as a committee member:**

- Write letters, make phone calls to colleagues, and make every effort to identify women and minority candidates. Personal contacts are effective means of identifying interested candidates.
- Consult with campus colleagues regarding their knowledge of potential candidates from underrepresented groups, and actively encourage them to refer candidates.

**Before recommending a candidate consider that:**

- Affirmative action regulations and University policy require campuses to collect data regarding the race and gender of their applicant pools, and to analyze each pool prior to beginning the selection process to determine if women and minority applicants are represented in the pool.
- If women and minority applicants are not present in the pool at the rate of their estimated availability in the specific academic field, search committees should review whether proper recruitment and outreach procedures were followed and consider reopening their search with expanded recruitment efforts.
- Search committees may consider a candidate's contribution to the advancement of diversity in the selection process. For example, search committees may favorably consider research that contributes to the diversity of the academic curriculum.
- Search committees may consider a candidate's record of participation in student mentoring.

**DIVERSITY** refers to the variety of experiences and perspectives which arise from differences in race, culture, religion, mental or physical abilities, heritage, age, gender, sexual orientation, and other characteristics.

For questions contact the Office of Affirmative Action, Equal Opportunity and Diversity at (415) 476-4752 or Office of Academic Affairs at (415) 476-4574.