

F. Search Committee Policy

Search committees are required for all primary appointments in all tracks and concentrations. It is essential that search committees cast a wide net during the search process and give all qualified candidates full consideration for the position. Opening these job opportunities to a broad set of candidates enhances diversity in the departments and the school.

Requirements concerning the composition of search committees include:

- Committees must have a minimum of five members with the majority at or above the rank of proposed position.
- Committees must represent each gender.
- Department Chairs may not chair search committees for positions within his/her own department.
- At least one member of the search committee is an active member of the FAPTC (he/she must be outside of the department initiating the search).
- At least one member of the search committee has attended the Faculty Diversity Workshop presented by the Health Sciences Diversity Office entitled, *Workshop for Increasing Faculty Diversity*.
- At least one member of the search committee is a faculty member outside of the Graduate School of Public Health.
- An emeritus faculty member may serve on a search committee, but he/she does not count toward the membership required for a faculty search.

The role of the FAPTC member is to assure the consistency of the search in complying with both University and Pitt Public Health guidelines.

Before the commencement of a search, the chair of the department and the chair of the search committee should review resources such as the Association of American Colleges and Universities' publication entitled, *Diversifying the Faculty: A Guidebook for Search Committees*, available from the Dean's Office. Additionally, the chair of the department shall meet with a member of the Faculty Diversity Committee on an annual basis to discuss recruitment strategies based on the Pitt Public Health goals regarding faculty diversity.

Each search must be advertised in publications or on websites devoted to increasing diversity in academia. The Department Chair should review the advertisement before it is distributed to ensure that it will attract an appropriately broad range of diverse applicants. Each department should create and maintain a list of publications where advertisements for faculty positions in the department should be placed. In case of poor response to the initial job posting, additional job posting with longer timelines should be considered to attract qualified applicants.

The expectation is that multiple qualified candidates will be identified from an inclusive search and it is recommended that at least three candidates be interviewed. In-person or electronic interviews can be conducted in the first tier selection process. Final interviews must be conducted on sight. Following the conclusion of the search, the details of the search process should be described in the search committee chair's letter to the department chair.

After the search is completed, the Associate Dean of Faculty Affairs will review the results for compliance to stated policies and procedures.