



## Report of the Professorial Search Committee GUIDE

(APPOINTED TO SEARCH FOR A PROFESSOR OF XYZ, TO SERVE AT XYZ)

### A. BACKGROUND OF SEARCH/RATIONALE FOR SEARCH

1. List members of the search committee
2. Provide the dates the search committee was requested by the department or institution and approved by the Council of Academic Deans (Clinical Departments and HSDM) or the Dean (Basic and Social Science Departments)
3. Describe the institutional need for the position, as outlined in the Department Head or CEO's originating request letter

### B. THE SEARCH

1. Use the chronology of events of the search to describe the process the committee employed to identify candidates including:
  - a. individuals solicited to suggest names
  - b. members of the department/division invited to testify
  - c. organizations contacted to identify candidates
  - d. advertising efforts, including places and dates all ads were posted; include at least one copy of an actual advertisement in a professional publication
2. Describe how the long list was constructed and how candidates progressed to the intermediate list (first round interviews)

### C. IDENTIFICATION OF WOMEN AND MINORITIES

1. Outline specific steps taken to identify women and minority candidates. Note the number of candidates who are women and the number of minorities underrepresented in medicine (URiM) on the long and intermediate lists, but do not specifically identify such candidates

### D. COMPARISON OF THE CANDIDATES ON THE SHORT LIST

1. Review all members of the short list (names forwarded to the Department Head or CEO), how they were selected to be included on the list, and the relative strengths of the individuals
2. Describe the interview process for the short list and how the final candidate was selected

**E. CANDIDATE’S QUALIFICATIONS FOR AN APPOINTMENT AS PROFESSOR OF XYZ AT HARVARD MEDICAL SCHOOL OR HARVARD SCHOOL OF DENTAL MEDICINE**

1. Review the academic qualifications of the candidate, based on the Faculty of Medicine criteria for appointment as Professor
2. Discuss how the list of comparands was constructed
3. Please provide a brief overview of the letters and comment on any concerns raised therein. Note any declines or instances in which no response was received. This section should also include an explicit discussion of how the candidate was evaluated relative to comparable individuals. Example quotes can be added to this section (recommend limiting selections to approximately 2-3 quotes; but include more if needed – especially where concerns may need to be addressed)

**F. SUMMARY**

Report on the Committee’s conclusions as to why this individual is the best candidate for the position for which the search was intended; why he/she should be appointed at the rank of professor; and the final vote of the committee for a professorial appointment following the Committee’s review of the letters.

**Respectfully Submitted,**

**XYZ**