



Report of Instructor, Assistant and Associate Search Committee GUIDE

(See *Professorial Search Committee GUIDE* for candidates at the rank of Professor)

A. BACKGROUND OF SEARCH/RATIONALE FOR SEARCH

1. Describe the institutional need for the position
2. List members of the search committee and note the total number of women and the total number of underrepresented in medicine (URiM) committee members

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 (if any)
 - 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 and not an affiliate website or general job site like doximity.com). The advertisement should have been posted for at least 30 days
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, how they were selected to be included on the list, and the relative strengths of the individuals
2. Note the total number of candidates who are women and the total number of URiM candidates but do not specifically identify such candidates
3. Describe the interview process for the short list and how the Committee came to the conclusion regarding the final candidate