BROWN
Division of Biology and Medicine

Sample Search Plan
Clinical Departments

Name of Position
Department of **Name**
Faculty Track, Rank
Hospital Name

1. The Search Committee will be appointed by the Department Chair and the Chief Executive Officer of the **(hospital name)**. *(Provide a list of the search committee members including their full name, credentials (MD, PhD, etc.) and email addresses. Must designate a Search Committee Chair and Equal Employment Opportunity Representative.)*

2. The Search Committee will meet to review the FPA/Search Plan documents. If the Search Committee has any questions regarding the search process, the Search Chair should contact BioMed Faculty Administration (BMFA) at BMFASearches@brown.edu. Please include the FPA number (FC-xxx or FH-xxxx) assigned to the search request in the email.

3. The **Advertisement (Attachment A)** will be placed in **at least 2 of the following 3 journals, or 3 of the following 5 journals depending on publication dates, etc.** *(list journals)* and will consider advertising in the Academic Physician and Scientist Journal.

- *The job advertisement should include this exact phrase under the application instructions:* ***"Candidates should address how they would contribute to the research and/or teaching missions of our diverse and inclusive university community."***

4. The **Recruitment Letter (Attachment B)** will be sent to the **Example: Chairs of the Departments and Divisions of and/or Fellowship Program Directors** *(attach list of selected individuals, organizations, departments, etc.)*, and to the protected groups listed below:

American Association for University Women **Gloria L. Blackwell** Senior Vice President of Fellowships & Programs 1310 L St. NW, Suite 1000 Washington, DC 20005 Fellowships@aauw.org 202.785.7700	**Association of American Indian Physicians** **Tom Anderson** Executive Director 225 Sovereign Row, Suite 103 Oklahoma City, OK 07318 https://www.aaip.org/job-center/ 405. 946.7072
Brown University, Warren Alpert Medical School **Joseph Diaz** Associate Dean for Diversity and Multicultural Affairs joseph_diaz@brown.edu 401.863.1000	**American Medical Women's Association** 1100 E. Woodfield Rd., Suite 350 Schaumburg, IL 60173 associatedirector@amwa-doc.org 847.517.2801
Brown University, ODI **Matthew Guterl, PhD** Vice President for Diversity and Inclusion Matthew_Guterl@brown.edu	**Morehouse School of Medicine** **Douglas Paulsen** Associate Dean for Graduate Studies 720 Westview Drive, SW Atlanta, GA 30310 dpaulsen@msm.edu and msm-oepe@msm.edu 404.752.1559

Brown University, The Warren Alpert Medical School Office of Women in Medicine and Science OWIMS 401.863.1000	**Howard University College of Medicine** **Debra White-Coleman** Director, Office of Continuing Medical Education 520 W Street, NW Washington, DC 20059 dwhite-coleman@howard.edu 202. 806.5620
National Hispanic Medical Association 1920 L St., NW, Suite 725 Washington, DC 20036 nhma@nhmamd.org 202.628.5895	**National Medical Association** 8403 Colesville Road, Suite 920 Silver Spring, MD 20910 202.347.1895
Association for Women in Science 1667 K Street NW, Suite 800 Washington, DC 20006 awis@awis.org 202.588.8175	**Pathways to Science Portal sponsored by the National Science Foundation**
Federation of American Societies for Experimental Biology 9650 Rockville Pike Bethesda, MD 20814 info@faseb.org 301.634.7000	**Society for the Advancement of Chicanos and Native Americans in Science** Info@sacnas.org 831.459.0170
Meharry Medical College Office of the Dean, School of Medicine 1005 Dr. D.B. Todd Jr. Blvd. Nashville, TN 37208 615.327.6000 | 615.327.6204	**MinorityPostdoc.org**
National Council of Asian and Pacific Islander Physicians 9561 Bell Drive, Great Falls, VA 22066 advocate@ncapip.org; dhawks@ncapip.org 202.441.1192	**Student National Medical Association (SNMA)** 5113 Georgia Avenue, NW Washington, DC 20001 202.882.2881
AAMC Career Connect for Employers 655 K Street, NW, Suite 100, Washington, DC 20001-2399 860.437.5700	**The Leadership Alliance, Brown University** 133 Waterman Street Providence, RI 02912 theleadershipalliance@brown.edu 401.863.9892
Association of American Medical Colleges (AAMC) Faculty Roster System 655 K Street, NW, Suite 100, Washington, DC 20001-2399 202.828.0400	

5. Search committee members will log into the Interfolio website at www.interfolio.com and rank the candidates. Review of the applications will begin immediately and will continue until the position is filled or the search is closed.

6. All applicant information must be collected automatically in Interfolio. Any applicants who send their materials directly to the recruiting Department will be redirected to submit their application to the position listed in Interfolio.

7. The Search Committee will meet and review the applicant pool. Applicants who meet the minimum requirements will be listed.

- The Search Committee may inform applicants who do not meet the minimum requirements/criteria that they will not be considered for the position, based on review of vitae and criteria requirements.

8. The Search Committee may conduct preliminary telephone interviews based on their Interfolio ranking in order to help determine a preferred group of individuals to be interviewed.

9. The department prepares the **Interim Pool Report** and short list with the information provided by candidate applications, the Search Committee Chair, and the Equal Employment Opportunity Representative. This report will be submitted to BMFA at BMFASearches@brown.edu and approved by the Senior Associate Dean for Academic Affairs and ODI **prior** to inviting candidates to interview.

10. After the interview process is complete, the Search Committee will rank the applicants interviewed in order of preference. This information will be submitted in the **Compliance Report**.

- The Compliance Report must be completed through #6, *name of selected candidate and effective date of appointment*, and submitted to BMFA at BMFASearches@brown.edu for review and approval.
- The **Compliance Report** should be sent to the Department Chair with the dossier of the finalist for completion of the appointment dossier.
- The Search Committee will **not** notify applicants of the search of any decisions until BMFA has notified the Committee of the Compliance Report's approval by the Dean of Medicine and Biological Sciences and the Office of Diversity and Inclusion (ODI).

11. The Search Committee will close out the search in Interfolio once the Compliance Report has been approved and an offer has been accepted by the selected candidate.

- The Search Committee will update the position in Interfolio to a Closed status **and** update the applicant statuses for each applicant.

12. The Search Committee's charge to identify the finalist is complete and review is subject to approval by the Department Chair, the Senior Associate Dean for Academic Affairs, and Office of Diversity and Inclusion (ODI).