

Washington University School of Medicine Faculty Hiring Policy

Adopted February 2016

It is the policy and intent of the University to: (1) provide equal employment opportunity to all job applicants and employees; (2) administer recruiting, hiring, compensation and benefits practices, training, upgrading and promotion procedures, transfer and terminations of employment without discrimination because of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information; (3) provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of minorities, women, disabled individuals, Vietnam era and other veterans and disabled veterans.

Washington University is committed to the principles of affirmative action, and as a government contractor, the University is required to establish affirmative action programs for the employment and advancement of women and minorities, Vietnam-era or special disabled veterans, and the disabled.

The University does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

Any applicant who wishes to identify himself or herself as a person with a disability or who wishes to seek reasonable accommodation for a disability may contact the Human Resources Department. Submitting information about a disability is voluntary. If information is provided, it will be kept confidential until after hire and then only disclosed to supervisors who may need to be informed about work restrictions or accommodations needed.

The School of Medicine is committed to enhancement of quality, fairness and diversity in its advertising, recruitment and selection processes and seeks applicants of the highest caliber. Such processes will comply with all applicable laws and the School's Appointments & Promotions Guidelines and Requirements and seek to support the missions of the medical school.

Departments, programs and centers (hiring units) should view filling faculty positions as a long-term commitment requiring compatibility with the hiring unit's business model and approach the conduct of search and selection accordingly.

The search process includes all activities used to hire faculty at WUSM including position posting and advertising, applicant screening, selecting and hiring. All open faculty positions must be posted in the Faculty Hiring System.

All posted faculty openings should remain posted for a minimum of 14 days.

All interested parties are invited to apply online. In particular, women and minorities are encouraged to apply. Applicants must have applied online and completed all required steps, including submission of requested documents, in order to be considered for the position. No applicant may be hired without having completed this online process.

All advertisement must conform to the content and description of the opening as described in the posting in the Faculty Hiring system. Elements such as description of the opportunity, education and experience requirements and credentials, screening steps and deadlines must match that described on line. All advertising also must contain the University's AA/EEO statement. In addition, hiring units are encouraged to advertise openings nationally and internationally (when appropriate) to encourage adequate communication of opportunity. All advertisement should specifically encourage applicants of qualified and diverse background to apply.

In general, open faculty positions will be filled through a thorough and rigorous search process involving a search committee established by the Hiring Authority.¹ Hiring faculty without a formal search process or search committee may occur under specific circumstances occasionally. For more information on this and other possible exceptions to the hiring policy and on the process involved, see Frequently Asked Questions in the appendix.

A diverse search committee helps to encourage a diverse candidate pool. Hiring Authorities are encouraged to appoint committee members with diverse backgrounds, perspectives and expertise and who possess a demonstrated commitment to diversity.

Each search committee should typically be composed of a minimum of three faculty members and should appoint one of the search committee members or add a staff member to serve as a "diversity advisor" to the committee. In addition to the usual functions of the search committee, the faculty member serving in this role will monitor the procedures and outreach efforts of the committee, review the diversity of the applicant pool and group interviewed, compile data and report back to the committee and Hiring Authority. The diversity advisor also will assist the Hiring Authority in posting the search description in the Hiring Summary form. Staff members on faculty search committees serving in the role of "diversity advisor" will not participate in other functions of the search committee including decision-making regarding candidates. All hiring units should use best practices in recruiting a diverse applicant pool. To recruit diverse applicants, a critical mass of diverse faculty is needed. Faculty resources such as the past and present members of the WUSM Faculty Diversity Committee, Gender Equity Committee and the Academic Women's Network are available to assist in this process.

It is expected that all members of the search committee and the Hiring Authority will participate in appropriate review of the best practices of conducting a robust outreach effort and search process to be conducted by a Search & Hiring Process Improvement Team prior to the commencement of each search.

Once selected candidates have been interviewed and an offer extended (both oral and written offers should be documented) and accepted, the Hiring Summary form must be completed by the Hiring Authority. This must be submitted to the Dean of the School of Medicine via the Faculty Hiring System.

Final offers must be made and accepted in writing.

All documents related to the search that are not duplicates of the materials in the electronic hiring database must be kept for a period of three years. Hand-written items such as search committee or interview notes could also be scanned and stored electronically to reduce need for storage space.

¹Hiring Authority – the department head, program chief or center director responsible for authorizing the faculty search

Search Committee – a committee comprised of a minimum of 3 faculty members and one diversity advisor, all appointed by the Hiring Authority to oversee the recruitment and hiring of new faculty members. Standing committees for certain types of frequent hires may be established.

Appendix

Frequently Asked Questions re: Compliance with the Faculty Hiring Policy

1. If an internal candidate has trained within a department (or hiring unit) that has invested much in that candidate and hence planned to hire her/him, is the department (hiring unit) required to post such a faculty position?
 - Yes, the expectation is that all open positions will be posted, but such exceptions as described above are allowed as a “Target of Opportunity” hire. The process for such will be as follows:
 - i. The position is posted in the Faculty Hiring System following the usual process, but the following qualifier is added to the posting: “internal candidate preferred.”
 - If a hiring unit frequently hires from within the ranks of their training programs, a standing search committee may be a practical solution for compliance with the tenets of this faculty hiring policy.
2. Is a formal search committee required for all faculty hires?
 - There may be hiring units with nearly continual need to hire faculty for certain positions such as hospitalists. For such situations a standing search committee may be appointed.
3. Will other exceptions to the competitive search process and search committee requirements of this policy be allowed?

Automatic exemptions from this policy and not requiring a waiver are listed below:

- Short-term or non-compensated appointments (eg visiting professorships at any rank, honorific titles)
- Temporary non-renewable appointments up to one year
- Part-time appointments (up to 50%)

- Acting or interim appointment made in exigency (such interim appointments may not become permanent without a search)

Exemptions requiring a waiver* are as follows:

- For positions that meet criteria for an “urgent clinical need,” requirements of this policy may be waived.
- For hires related to an affiliated health system employer (BJC), requirements may be waived.
- For opportunity hires to increase diversity, requirements may be waived.
- For spousal or partner hires, requirements may be waived.
- Other exceptions occasionally may be allowed by petition of the Dean of the School of Medicine.

* Waiver process: in order to obtain a waiver to posting a position or conducting a formal search, a petition explaining the rationale for such must be made to the Dean of the School of Medicine via the on-line hiring system.