

# Search Committee Guidelines

## Department of Radiology & Biomedical Imaging

### SEARCH OPENED!

Faculty searches are time intensive, but important processes that require careful, deliberate steps. There are also clear, strict University Rules & Regulations, which are subject to audit and with which you must make yourself familiar. Here are links to UCSF faculty recruitment [guidelines](#) and [procedures](#). This is an opportunity to demonstrate your leadership in the department and across the country within your society. This is also an opportunity to work more closely with the Department Chair and your colleagues on a common goal.

### PRELIMINARY CONSIDERATIONS

- Search Approval is required by Academic Affairs and Office of Diversity & Outreach. Amy Pradhan/Lorna Kwok will submit the Search Request Form.
- The Search Committee will be appointed by Dr. Hess, who may seek your input for names, particularly for the non-radiology member.
- There will be a minimum of 3 radiology faculty in addition to the search chair, with an intentional make up of 50% women and/or underrepresented minority.
- One faculty from another department is included. The total generally does not exceed about 6, includes Dr. Christine Glastonbury.
- The Committee Chair's office will coordinate this recruitment process along with help from Lorna Kwok in the Department Chair's office.
- For advertising, there is a template that uses University required language and is kept very simple. The final is approved by Dr. Glastonbury.
- You will be using an online tool APRecruit. Here is a [handbook](#) about how this functions.

**\*\*For any questions or concerns during this process please contact Dr. Glastonbury [Christine.Glastonbury@ucsf.edu / 415-205-6644], Amy Pradhan [Amy.Pradhan@ucsf.edu] and Lorna Kwok [Lorna.Kwok@ucsf.edu] \*\*.**

### GETTING STARTED, what you need to do now:

- Meet with Dr. Glastonbury & Amy Pradhan –We will review these guidelines and the process going forward.
- Review the APRecruit guidelines
- If you have not yet taken Unconscious Bias training, please contact Dr. Matt Bucknor. Here is a link to [his lecture](#) [requires UCSF secure login] and consider taking the Harvard online [implicit association tests](#).
- If not previously clarified with the Chair, please send to Dr Hess & Dr Glastonbury your vision of the section needs for this search.
- When scheduling meetings and later interviews, please ensure that Dr Hess [1<sup>st</sup> meeting and all interviews] and Dr. Glastonbury are available *prior to* sending a doodle poll to committee members.
- Include Amy Pradhan/Lorna Kwok at all committee meetings.
- SCHEDULE the first committee meeting:

## **FIRST COMMITTEE MEETING**

Requires in person presence of the Committee Chair, Dr. Hess, Dr. Glastonbury and Amy Pradhan/Lorna Kwok.

After date[s] determined, send doodle poll to all committee members for one date with as many members of the committee as possible, and Zoom attendance if necessary.

1. Review of the Process, Confidentiality & Diversity – **Dr. Glastonbury**
2. Charging the Committee - **Dr. Hess** presents his vision for this recruitment and the importance of this recruitment.
3. **Committee Chair** – Reiterate Dr Hess’ messages. Impress upon committee members the importance of their involvement, the importance of their perspective/ opinions. Obtain commitment of time, attention and effort from all members.

Please print for all search committee members or send them this UCSF [link](#) about their responsibilities.

## **ACTIVE RECRUITMENT**

**Internal:** Send notice to the **entire Section including fellows and faculty** announcing the search. Do not discourage fellows from applying, unless this is a chief position.

**External:** Call colleagues at other academic medical centers – ask for suggestions of who they might consider.

Lorna Kwok will coordinate to:

- Post at Society meetings and on the websites, including National Medical Association and the National Hispanic Medical Association
- Connect with Katie Murphy for Social Media advertising of the position and / or post yourself.

## **CANDIDATE REVIEW SURVEY**

Lorna will send to all search committee members a Qualtrics survey to review the candidates prior to the second committee meeting.

Place Candidates in Categories of Group A, B, C, D:

- A: Qualified and competitive – consider for interview
- B: Qualified, but needs discussion – may be interview
- C: Qualified, not competitive – not favored to interview
- D: Not qualified.

Check in with committee members to ensure that they have reviewed CVs, candidates’ letters and have been able to express their thoughts and have returned their reviews with their considerations.

Lorna will prepare for you a summary [anonymized].

## **SECOND COMMITTEE MEETING**

- Review the candidates and rank the candidates as to who should be considered for an interview. The committee should reach consensus on candidates.
- Determine who, if not you [the committee chair] will do due diligence on *each* interview candidate prior to invitation to interview.
- Send this list to the Department Chair for approval – with reasons.
- Amy Pradhan/Lorna Kwok will work with Academic Affairs and Office of Diversity to obtain approval of the interview list.

**DO NOT OFFER / INVITE / IMPLY AN INTERVIEW FOR ANY CANDIDATE UNTIL DR. HESS AND AA/ODO HAVE APPROVED.**

**INTERVIEW**

- After approval has been obtained from the Chair and confirmed by ODO, the first round interviews can proceed. The Search Chair or the Department Chair must call the candidate[s] to formally invite them for an interview.
- Internal candidates should be scheduled to interview before external candidates.
- The first round of interviews are a zoom interview. These are one-hour online interviews performed by the search committee chair paired with one other committee member and each candidate. The zoom interviews are designed to determine those who should be invited to the second round of in-person interviews: determine their suitability and specific skills if necessary and their interest in the position. In-person interviews involve the entire committee in addition to the chair, the vice-chair for academic affairs and other appropriate faculty members.
- Since in-person interviews can take weeks to set up, particularly for out of town candidates, the added benefit of the zoom interview is to create a connection with favorable candidates as soon as possible.
- After the zoom interview, assess which candidate you would like to invite for an interview (Due to the current COVID situation and travel restriction, this will be a full day zoom interview). Please take notes during/after the interview as these will form a basis for who to proceed for a second, in person department interview. This requires further discussion with Dr. Glastonbury and approval by Dr. Hess
- Obtain a list of potential dates as fitting Dr. Hess's, Dr. Glastonbury's, and the search chair's schedule.
- For candidates flying to San Francisco, there are approved hotel and flight costs for such interviews. Lorna Kwok will work with your section administrative assistant to coordinate this.
- Please see the **separate handout** for the process of the interview day.
- Interviews for primarily ZSFG, VAMC, Mission Bay/BCHO positions, should be held over two days – one day at primary site and half day at Parnassus for lecture and to meet with Dr. Hess and Dr. Glastonbury
- It is important that as the Search Committee Chair you make time to be present and attentive with candidates on the interview dates.
- As many faculty members and committee members as possible invited to be involved in the process.
- The candidate's CV and itinerary will be sent to each interviewer the day prior.
- Dinner the evening after the interviews with a small group (4-5max): candidate, search committee, chair, 2-3 others (approved restaurant list & spending limit)
- Lorna Kwok will send to all faculty interviewers a Qualtrics survey the evening of the interview. Please encourage all interviewers to complete this survey within 24 hours to minimize recall bias. This is especially important when multiple candidates are meeting in a short time period.

### **THIRD COMMITTEE MEETING**

- Search committee chair schedules with Dr. Glastonbury and then send doodle poll to all committee members. In person/virtual.
- Confidentiality discussion again by Dr. Glastonbury
- Discuss candidates & arrive at a ranked short list
- **Committee Chair meets with Dr. Hess** to share the committee's decision[s], the discussion points and the Qualtrics survey – mixed/ unanimous etc.

### **CANDIDATE SELECTION & OFFER**

- Dr. Hess reviews committee recommendation and selects final candidate.
- Dr. Hess extends a verbal offer and sends offer letter.
- Amy Pradhan/Lorna Kwok will work with Academic Affairs to close the search and start the hiring process

### **FINAL FUNCTION OF COMMITTEE CHAIR**

- Committee chair informs committee of an accepted offer and thanks them for their service.
- Search Chair must complete AP Recruit and Amy/Lorna will help guide through this.

***THANK YOU for your service to our department!***

Please connect back with Dr. Glastonbury with feedback about anything through this process that you think might make it work more smoothly or more fairly.