

SCHOOL OF MEDICINE FACULTY RECRUITMENT

OVERVIEW

Each Vanderbilt school has the responsibility to develop its own faculty, to recruit its students, to package and deliver its programs, and to develop its own affirmative action program under the global policies enumerated in the University's affirmative action plan. Each college and school in the University recruits its own faculty and makes recommendations for appointments to the Provost or the Vice-Chancellor for Health Affairs. In the School of Medicine, Department Chairs are responsible for recruitment of faculty and make recommendations for faculty appointments to the Dean/Vice Chancellor for Health Affairs. All recommendations are reviewed and processed through the Office of Faculty Affairs with approvals from the Senior Associate Dean for Faculty Affairs, required committees, the Dean/Vice Chancellor for Health Affairs and if required, the Chancellor and Board of Trust.

A **Report of Faculty Appointment** is required to accompany each new appointment recommendation. The inclusion of this report in the appointment process has increased our information about our applicant pool and appointment results.

RECRUITMENT GUIDELINES FOR FACULTY

These guidelines apply to the recruitment and appointment of faculty in the School of Medicine.

A. Recruiting Activities

1. All vacancies must be advertised nationally.
2. With the approval to fill any faculty position, either replacement of a current position or a new position, the Department Chair, or their designee, is responsible to assure that women and minority group members are considered when qualified and meet criteria.
3. All advertisements must contain the following statement: "Vanderbilt University is an Equal Employment Opportunity/Affirmative Action University."
4. Recruitment plans should include means of bringing women and minority group members into the applicant pool including, for example, advertising in publications that reach minority audiences and/or widely-distributed disciplinary job listings, and using contacts with minority counterparts in other institutions to suggest qualified candidates.
5. The **Faculty Survey Form** should be sent to each qualified applicant to ascertain race and sex for all appointments and this information is maintained in the department.
6. Any search in which the initial efforts do not yield a suitable representation of women and minorities should be extended long enough for additional steps to be taken to increase their numbers, if possible. It is understood that these additional steps may not always be successful, but the special effort should be identifiable.

B. Record-Keeping Activities – Faculty Survey Form

1. Departments will keep applicant information on file for at least two (2) years after the end of the search.
2. Detailed records should be kept of search activity and should be maintained at the lowest level of the recruitment process (in the department/division). These records should provide information on the race and sex of all persons considered.
3. A copy of the **Faculty Survey Form** should be completed for each applicant seeking a faculty appointment; or completed by the department or school if the information is known about the applicant. When the information is not known, the form should be mailed to applicants by the chairperson or their designee, and returned to him/her. Completed forms should not be circulated and distributed, but maintained only by the chairperson or designee, who will need the information for completing the **Report of Faculty Appointment**. Upon completion of the search, these forms should be filed with all other material documenting the results of the recruitment, and kept for a period of two (2) years.

C. Reporting Activities – Report of Faculty Appointment for School of Medicine Faculty

1. The **Report of Faculty Appointment** has been revised. The form should be completed for each new faculty hire.
 - a. This form, properly completed and signed, **must** be included with the department chair's recommendation packet for faculty appointment to the faculty.
 - b. Question 13, Race and Sex Breakdown, **must** be completed for any new faculty appointment. If the action is a promotion of an individual from a non-faculty position, the individual being appointed must be identified. The chart has been modified and requires numbers for those individuals qualified and interviewed for the position and identification of the applicant selected. Information on others who may have applied should be maintained in the department for two years.
2. If a search was held, or advertisement placed for the position, and only one individual is identified on the chart (#11), an explanation will need to be included (ex: a target hire).

D. Racial or Ethnic Identity

A new set of standards for collecting and reporting race/ethnicity were required beginning in 2011 by the U.S. Department of Education:

1. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin, regardless of race.
2. White (not Hispanic or Latino): All persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
3. Black (not Hispanic or Latino): All persons having origins in any of the Black racial groups of Africa.
4. American Indian or Alaskan Native (not Hispanic or Latino): All persons having origins in any of the original peoples of North, Central or South America and who maintain tribal affiliation or

community attachment.

5. Asian (not Hispanic or Latino): All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent. This area includes China, Japan, Korea, Thailand and Vietnam.
6. Pacific Islanders (not Hispanic or Latino): All persons having origins in any of the original peoples of the Pacific Islands, the Philippine Islands, Samoa, Hawaii, and Guam.
7. Two or More. This category is not a part of the collection process. It is only used as a category for reporting all persons (not Hispanic or Latino) selecting two or more of the above races.

Examples:	
<i>If the individual self identifies as...</i>	<i>Report as...</i>
Hispanic only; or Hispanic and any race category	Hispanic
Not Hispanic; American Indian or Alaska Native only	American Indian or Alaska Native
Not Hispanic; Asian only	Asian
Not Hispanic; Black or African American only	Black or African American
Not Hispanic; White only	White
Not Hispanic; more than one race category	Two or more races

VANDERBILT UNIVERSITY SCHOOL OF MEDICINE FACULTY SURVEY FORM

As a private institution which receives federal funds, Vanderbilt University is subject to federal and state laws requiring equal employment opportunity. In order to monitor compliance with these laws and to ensure that job openings reach qualified applicants, we ask all applicants for all positions to provide the following information, which will be maintained in a confidential manner to the extent authorized by law. You are being asked to provide all information voluntarily and it will only be used in accordance with equal opportunity laws.

Date: _____

Department of position: _____

Title of position: _____

Gender: _____ Male _____ Female

Ethnicity:

Are you Hispanic or Latino (please check the appropriate box):

- Yes A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.
- No

Race – Please select one or more of the following races:

- White (not Hispanic or Latino) A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black or African American (not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa.
- American Indian/Alaskan native A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment.
- Asian (not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent. This area includes China, Japan, Korea, Thailand and Vietnam.
- Pacific Islander (not Hispanic or Latino) A person having origins in any of the original peoples of the Pacific Islands, the Philippine Islands, Samoa, Hawaii, and Guam.

Military Information (Check all that apply):

- Not applicable
- Disabled Veteran Disabled Veteran means 1)a veteran of the U.S. military ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under leaves administered by the Secretary of Veteran's Affairs, or 2) a person who was discharged or released from active duty because of a service-connected disability.
- Vietnam-Era Veteran "Vietnam-Era Veteran" is a veteran whose active military, naval or air service was during the period August 5, 1974 through May 7, 1975 who served on active duty for more than 180 days and was discharged with other than a dishonorable discharge or because of a service connected disability.
- Other Protected Veteran "Other Protected Veteran" means a veteran who served on active duty in the U.S. military ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the department of Defense.

Military Status: Active Reserve

Inactive Reserve

Separation Date: ____/____/____

How did you learn about this position?

- Vanderbilt University
- Newspaper/Journal _____
- Professional Organization _____
- Internet Site _____
- Job Board/Posting _____
- Other (please specify) _____

Vanderbilt University is an equal opportunity, affirmative action employer. Questions or concerns pertaining to accommodation services can be directed to the Disability Services Program Director, Equal Opportunity, Affirmative Action, and Disability Services Department, PMB 401809, 2301 Vanderbilt Place, Nashville, TN 37240-1809; phone 615.322.4705 (V/TDD); fax 615.343.0671; Web site www.vanderbilt.edu/eaa. Please return this form to: