

Dean's Search Checklist

Department/Institute	Position:		
Division (if applicable):		Yes	No
Preparation of Committee Members:			
Committee included at least one woman and one URiSM faculty member			
All members participated in training about implicit bias and gender discrimination			
Established and documented evaluation criteria prior to the evaluation of the applicants			
Chair Responsibilities:			
Designated a committee member to be a Diversity Advocate, to help ensure equitable search			
Committee members freely discussed applicants during committee meetings			
Posting/Advertising of Position:			
Included wording highlighting commitment to diversity*			
Advertised with organizations/publications likely to attract diverse, highly qualified candidates			
Candidate Interviews:			
There was some standardization of interview questions and campus visits			
Finalists met with campus groups/individuals from diverse backgrounds			
All candidates received information on our culture of inclusion and our family friendly policies			
Candidate Evaluation:			
All applications were reviewed by at least two reviewers			
Committee interviewed at least one woman and/or one URiSM faculty member. (If unable to identify any competitive candidates in these categories for interviews, Search Chair should provide written explanation of steps taken to identify such candidates and why the committee was unsuccessful. The Dean or his/her designate will review and consider whether expanded recruitment efforts are required.)			
All members and other faculty who met/interviewed candidate utilized a standard Candidate Evaluation Sheet to assess and rate candidates			
When considering references, considered possible gender and racial/ethnic biases**			
Candidate Summary:			
Date Position Posted:			
	Total Number	# Female	# URiSM
Applied (#)			
Interviewed (#)			
Recommended (#)			
	Name		
Top 3 candidates (names)***			
Top Choice (name)			

*Sample diversity statements:

- ISMMS seeks candidates whose experience, teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.
- ISMMS welcomes applications from candidates who may have had non-traditional career paths.
- The Mount Sinai Health System is an equal opportunity employer. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

**Known biases in references:

- There are often key differences in letters of reference for men and women. For example, while men's accomplishments in research and their titles may be discussed, they may not be for women.

***If none of the top three candidates is chosen, the search process may be reopened depending on circumstances.

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