

BASIC SCIENCES SCHOOL OF MEDICINE VANDERBILT UNIVERSITY 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. In the School of Medicine, Department Chairs are responsible for recruitment of faculty and make recommendations for faculty appointments to the Dean. All recommendations are reviewed and processed through the Office of the Dean of Basic Sciences and if required, the Faculty Appointments and Promotions Committee (FAPC), the Executive Committee of the Executive Faculty (ECEF), the Chancellor and the 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 Basic Sciences - 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. 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

8.

BASIC SCIENCES
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/ead. Please return this form to:

SAMPLE INSTRUCTIONS – REPORT OF FACULTY APPOINTMENT

1. Complete as applicable:

Department of _____ School of Medicine
Division of _____ (if applicable)

2. Indicate academic rank of appointment, e.g. Instructor, Assistant Professor, Adjunct Professor, or Visiting Professor. Refer to the University *Faculty Manual* if necessary.
3. Indicate whether appointment will be tenured, tenure-track, or non-tenure track (provide track name).
4. Indicate whether appointment is regular full time position, full status/partial load (provide % effort), or part time.
5. Effective date of appointment.
6. Appointment is the result of promotion for a current staff, e.g. nurse, postdoc fellow, research fellow, or resident.
7. A copy of the position description, if available, and a sample copy of any advertisements placed in publications.
8. Self- Explanatory.
9. Examples: other Deans, departments, faculty at other universities, national or regional recruiting sessions. Include sources for minority and female candidates.
10. Examples: letters from Search Committee chairperson specifically asking other sources/contacts for names of qualified women and minorities; letters and notices sent to institutions having high enrollments of women and certain minorities; women and other minorities included on Search Committee, or special mailings.
11. This section should reflect information gathered from the Survey Form as well as other methods of identification. The total number should reflect all qualified applicants interviewed, and identifiable by sex, racial or ethnic category.
12. Self-explanatory.
13. Self-explanatory.
14. The Vanderbilt Affirmative Action Plan commits each School to positive steps to overcome under representation and underutilization of women and minorities on its faculty where hiring goals have been established. The plan and the *Faculty Manual* provide additional guidance regarding faculty employment.

BASIC SCIENCES
SCHOOL OF MEDICINE – VANDERBILT UNIVERSITY
REPORT OF FACULTY APPOINTMENT

1. Department of _____
Division _____

2. Academic Rank _____

3. Track: (check)

_____ Tenured: ___ Physician Scientist Investigator ___ Basic Science Investigator

_____ Tenure Track: ___ Physician Scientist Investigator ___ Basic Science Investigator

_____ Non-Tenure Track: ___ Clinician Educator ___ Basic Science Educator
 ___ Clinical Practice ___ Research
 ___ Other

4. Full Status _____ Full Status/Partial Load _____ % effort _____ Part Time _____

5. Effective Date of Appointment _____

6. Promotion of individual holding non-faculty position (prior Vanderbilt position: staff, resident, fellow)

7. Written job announcement/advertisement prepared? _____ (**Must be attached**)

8. Please list publication(s) in which the position was advertised.

9. List any professional contacts or sources used in recruitment.

10. What efforts were made to identify and recruit qualified minorities and women for this position?
(This question must be answered where a goal exists in the School or College under the Affirmative Action Plan.)

Please describe.

11. Race and Sex Breakdown (**MUST BE COMPLETED AND SELECTED APPLICANT IDENTIFIED**):

		Hispanic	White	Black	American Indian/ Alaska Native	Asian	Pacific Islander	2 or more races	Unknown	Total
# of Applicants Interviewed	M									
	F									
Applicant Selected (must be identified)	M									
	F									

12. Name of Applicant Selected: _____

13. Is a complete file available within the Department reflecting activity surrounding the recruitment and selection process for this appointment?
 Yes ___ No ___

14. Recruitment and selection efforts for this position followed University equal employment and affirmative action policies, including non-discrimination against people with disabilities.

Signature: _____
 (Department Chair/Designee)

 (Date)