

SAMPLE SEARCH PLAN

Name of Position
Department Name
Faculty Rank
Hospital Name

1. The Search Committee will be appointed by the Department Chair and the Chief Executive Officer of the **(hospital name)**.
2. The Search Committee will meet to review the FPA/Search Plan documents. If the Search Committee has any questions regarding the Search Process, the Search Chair should contact BioMed Faculty Administration (BMFA).
3. The Advertisement (Attachment A) will be placed in **at least 2 of the following 3 journals, or 3 of the following 5 journals depending on publication dates, etc. (list journals)** and will consider advertising in the Academic Physician and Scientist Journal.
4. The **Recruitment Letter (Attachment B)** will be sent to the **Example: Chairs of the Departments and Divisions of and/or Fellowship Program Directors (either attach list of selected individuals or forward letter to entire list provided by the AAMC)**, and to the protected groups listed below:

American Association for University Women Gloria L. Blackwell Senior Vice President of Fellowships & Programs 1310 L St. NW, Suite 1000 Washington, DC 20005 Fellowships@aauw.org 202.785.7700	Association of American Indian Physicians Tom Anderson Executive Director 225 Sovereign Row, Suite 103 Oklahoma City, OK 07318 https://www.aaip.org/job-center/ 405. 946.7072
Brown University, Warren Alpert Medical School Joseph Diaz Associate Dean for Diversity and Multicultural Affairs joseph_diaz@brown.edu 401.863.1000	American Medical Women's Association 1100 E. Woodfield Rd. Suite 350 Schaumburg, IL 60173 associatedirector@amwa-doc.org 847.517.2801
Brown University Shontay Delalue Vice President for Institutional Equity and Diversity, President's Office shontay_delalue@brown.edu 401-863-2216	Morehouse School of Medicine Douglas Paulsen Associate Dean For Graduate Studies 720 Westview Drive, SW Atlanta, GA 30310 dpaulsen@msm.edu ; msm-oepe@msm.edu 404.752.1559
Brown University, Warren Alpert Medical School Katherine Sharkey Assistant Dean for Women in Medicine and Science katherine_sharkey@brown.edu 401.863.1000	Howard University College of Medicine Debra White-Coleman Director, Office of Continuing Medical Education 520 W Street, NW Washington, DC 20059 dwhite-coleman@howard.edu 202. 806.5620

National Hispanic Medical Association 1920 L St., NW, Suite 725 Washington, DC 20036 nhma@nhmamd.org 202.628.5895	National Medical Association 8403 Colesville Road, Suite 920 Silver Spring, MD 20910 202.347.1895
Association for Women in Science 1667 K Street NW, Suite 800 Washington, DC 20006 awis@awis.org 202.588.8175	Pathways to Science Portal sponsored by the National Science Foundation
Federation of American Societies for Experimental Biology 9650 Rockville Pike Bethesda, MD 20814 info@faseb.org 301.634.7000	Society for the Advancement of Chicanos and Native Americans in Science Info@sacnas.org 831.459-0170
Meharry Medical College Office of the Dean, School of Medicine 1005 Dr. D.B. Todd Jr. Blvd. Nashville, Tennessee 37208 615.327.6000 615.327.6204	MinorityPostdoc.org
National Council of Asian and Pacific Islander Physicians 9561 Bell Drive, Great Falls, VA 22066 advocate@ncapip.org ; dhawks@ncapip.org 202.441.1192	Student National Medical Association (SNMA) 5113 Georgia Avenue, NW Washington, DC 20001 202.882.2881
AAMC Career Connect for Employers 655 K Street, NW, Suite 100, Washington, DC, 20001-2399 860.437.5700	The Leadership Alliance, Brown University 133 Waterman Street Providence, RI 02912 theleadershipalliance@brown.edu 401.863.9892
Association of American Medical Colleges (AAMC) Faculty Roster System 655 K Street, NW, Suite 100, Washington, DC, 20001-2399 202.828.0400	

5. Search committee members will log into the Interfolio website at www.interfolio.com and rank the candidates. Review of the applications will begin immediately and will continue until the position is filled or the search is closed.
6. All applicant information will be collected automatically in Interfolio.
7. The Search Committee will meet and review the applicant pool. Applicants who meet the minimum requirements will be listed. The Search Committee may inform applicants who do not meet the minimum requirements/criteria that they will not be considered for the position, based on review of vitae and criteria requirements.
8. The Search Committee based on their Interfolio ranking may conduct preliminary telephone interviews in order to help determine a preferred group of individuals to be interviewed.

9. The department The department prepares the interim pool report and short list with the information from the applicant log regarding women and minority candidates and the percentages of each.

10. After the interview process is complete, the Search Committee will rank the applicants interviewed in order of preference. The Compliance Report must be completed through #7b. No notification of decision to any applicant listed in # 7A or 7B of the Compliance Report shall be sent until BMFA, the Dean of Medicine and Biological Sciences and Institutional Diversity have reviewed and approved the document. Once approved, an offer may be made.

11. The Compliance Report should be sent to the Department Chair with the dossier of the finalist for completion of the appointment dossier.

12. The Search Committee's charge to identify the finalist is complete and review is subject to approval by the Department Chair, the Senior Associate Dean for Academic Affairs and Office of Equity and Institutional Diversity.