Guidelines for School of Medicine Search Committees
The University of Texas Health Science Center at San Antonio

The faculty is one of our institution’s most important resources. The University of Texas Health Science Center at San Antonio’s School of Medicine (SOM) recruitment policies provide excellent guidance in obtaining the best faculty to support its tri-part mission of education, research and service. The following serve as guidelines for establishing SOM faculty search committees.

Search Committees are required for all faculty positions, whether seeking faculty members to serve in a SOM leadership position or those beginning academic careers. The SOM search and recruitment processes begin through familiarity with the Request for Recruitment of Faculty (RARF) guidelines available through the SOM Finance Office SharePoint site.

The SOM recognizes the value of building a tangible institutional culture that embraces diversity, inclusion and health equity in all regards, and strives to interweave diversity, a UTHSCSA core value, throughout each SOM mission area and related goals and strategies. The SOM strongly believes that diversity and inclusion contribute a value-added quality across all SOM teaching, research and service endeavors, including enriching the perspective, delivery, content, context and outcomes of these activities. Diversity and inclusion also enhance the competence of all members of the academic community in serving the healthcare needs and addressing health disparities across South Texas and beyond, so are among the core values central to all SOM faculty recruitment efforts.

All Search Committees will also follow university policy outlined in the “Resource Guide for Faculty and Executive Committee Recruitment”, available at www.uthscsa.edu/eeo/guide.asp. Page 4 of this Resource Guide provides the following guidance for selecting Search Committee members:

“Selecting Committee Members
Select committee members keeping the following factors in mind. First, consider a person’s ability to make sound judgments. Select at least one or two committee members who have experience in the search process. Ensure that every committee member has the appropriate areas of expertise to evaluate the candidates and the ability to exercise judgment that is fair.

Second, evaluate who will adequately represent the professional interests of various factions within the academic community. Are considerations of tenured and non-tenured faculty relevant? Should a wide range of seniority be represented? Is there representation of those who reflect concern with relevant research, teaching, service, and administrative interest?

Third, where possible and appropriate, select those who will represent a diverse mix of gender and race. (Keep in mind that it is unfair to burden any individual with an unduly large number of such assignments, since extensive service may adversely impact on his or her own career).”

Given the importance of faculty recruitment to all parts of our SOM mission, the formation and operations of all Search Committees must include mindfulness regarding diversity. All Search Committees, particularly at the center, department or division level must:
1) Comprise a minimum of 4 members
2) Undergo diversity orientation
3) Include a diversity delegate
4) Optimize diversity in all the following:
   a. Membership
      i. Gender
      ii. Ethnicity
      iii. Relevant inter-professional and multi-disciplinary mix, including inclusion of faculty, staff and/or students from other divisions, departments, centers, institutes and schools.
   b. Composition of candidate’s interview schedule

Questions regarding the composition of search committees can be directed to the SOM Office of the Associate Dean for Faculty and Diversity.

Waiver requests to forego the use of a search committee will be considered for extraordinary circumstances with substantiation. For those faculty recruitments approved to proceed without utilizing a search committee, the following documents will be reviewed in detail by the SOM Dean’s Office prior to extending any offer:

1) Detailed description of position under recruitment
2) Rationale for not using a search committee
3) Candidate’s CV
4) Summaries and candidate evaluations from the interviews
5) Letters of recommendation
6) Any additional supporting documents
7) Details of the anticipated offer

**SOM Research Faculty Recruitment and Retention Committee**

The SOM Research Faculty Recruitment and Retention Committee serves an advisory role to the SOM Dean regarding the following:
1) All tenure and tenure-track SOM faculty appointments that involve research support
2) All non-tenure SOM faculty appointments requiring research support to establish an independent research program

Guidelines informing the development of the Recruitment and Retention Committee are found at: http://som.uthscsa.edu/diversity/documents/RecruitmentRetentionCommittee.pdf Questions should be directed to the SOM Office of the Vice Dean for Research.