
BU Chobanian & Avedisian School of Medicine

Hiring Checklist and Resources

These guidelines, endorsed by Chobanian & Avedisian School of Medicine Executive Committee, aim to bring an equitable, transparent process to diversify faculty and leadership, and should be used for all faculty hiring and appointment of leadership roles from internal and external searches.*

Convene Search Committee**:

- ☐ At least 5 faculty and staff. Smaller groups can be justified, and/or span multiple departments
- ☐ At least 1 but ideally more Committee members from groups underrepresented in medicine (URG), can be from outside of the department
- ☐ Balanced gender
- ☐ Senior person serves as the Diversity Advocate to ensure diverse pool and call out “blind spots”

Committee Preparation (Search Committee Chair):

- ☐ Review the Guidelines
 - o Faculty Search: [BU Search Committee Guidelines](#)¹
 - o Departmental Leadership Appointments: [Review-Based Guidelines \(RBG\)](#)²
- ☐ Review and Discuss Implicit Bias and Awareness (Led by Committee Chair):
 - o 15 Common Cognitive Errors^{A1}
 - o Implicit Bias Handout^{A2}
 - o [Know Your Implicit Bias](#) – Harvard Social Attitudes Test

Solicitation of Candidates:

- ☐ Define required and desired position expectations and responsibilities^{2(Tab 1.3)}
- ☐ Review job description including statement about prioritizing diversity
- ☐ Review posting suggestions to ensure casting a wide net; Committee should address any lack of diversity^{A3, 2(Tab 3.1)}

Reviewing Application:

- ☐ Establish and document review criteria before start of the review^{2(Tab 3.3)}
- ☐ Create a uniform set of interview questions^{2(Tab 3.2)}
- ☐ Collect preliminary reactions immediately after each interview^{2(Tab 3.4)}

Follow-Up and Debrief:

- ☐ Review the search process, discussing successes and areas for improvement, particularly around equity

Resources

1. BU Search Guidelines (<https://www.bu.edu/diversity/initiatives-data/faculty-hiring/faculty-search-committee-resources/>)
2. RBG (Review-Based Guideline) Toolkit: <https://www.bumc.bu.edu/bumg/evi/evi-tools/> & https://www.bumc.bu.edu/bumg/files/2021/03/EVI-RBG-for-Equitable-Appointment-of-Leadership-Roles_022221.pdf

Appendices

- A1. 15 Common Cognitive Errors (Appendix 1)
- A2. Implicit Bias Handout (Appendix 2)
- A3. Posting Suggestions (Appendix 3)

*This guideline was generated in collaboration between Chobanian & Avedisian SOM Committee on Faculty Affairs and BUMG Office of Equity, Vitality, and Inclusion.

**Alternatively, establish Standing Search Committee and add *ad hoc* members as needed
Please submit any questions or concerns to CAmedFAQ@bu.edu