

**The University of Chicago Division
of the Biological Sciences Pritzker
School of Medicine
Office of Academic Affairs**

TO: Academic Affairs Administrators

FROM: Paul V. Anderson, Assistant Dean and Executive Director

RE: Recruitment Principles

DATE: 26 January 2016

Dear Colleagues,

The memorandum below was sent today to all BSD department chairs. Please be prepared to advise as necessary.

PAUL V. ANDERSON

Assistant Dean and Executive Director

Office of Academic Affairs

TO: Chairs

FROM: Kenneth S. Polonsky, MD, Dean

RE: Recruitment principles

Earlier this summer the Provost's Office published a revised version of the University's search policies, "[Recruiting Academics to the University](#)," together with a new document, "[Guide to Acceptable Interview Questions](#)." Please share, review, and discuss these documents with faculty serving on search committees.

As part of our obligations as an Affirmative Action/Equal Opportunity Employer, search committees and faculty conducting recruitment must conduct vigorous outreach to potential candidates to persuade them to apply to open positions in the BSD with the goal of generating diverse and inclusive applicant pools. These outreach activities are documented in the Search Narratives that accompany every appointment request. These Search Narratives are carefully reviewed both in the Dean's Office and the Provost's Office to assure our compliance with our obligations as an Affirmative Action/Equal Opportunity Employer.

It has recently come to our attention that there may be some misperceptions about what activities may or may not occur during the 30-day moratorium on applicant review that begins after the first national advertisement has been published.

Contrary to what many seem to believe, much constructive work can be done during the 30-day period. Search

Committees and faculty reviewers are expected and encouraged to conduct vigorous outreach during and after this 30-day moratorium on applicant review. The goal of this outreach is to generate diverse and inclusive applicant pools. During this 30-day moratorium, search committees, faculty reviewers, and their delegates **may** review applicants 1) to determine whether or not they meet the minimum stated requirements for the position and 2) to follow up with applicants whose qualifications meet the minimum stated requirements but are missing required documents. However, search committees and faculty reviewers **may not** rank the applicants in any way, eliminate qualified applicants from the pool, or invite applicants for interviews until this 30-day moratorium on applicant review has fully elapsed.

Please direct your questions on specific searches to Paul Anderson, Assistant Dean and Executive Director at panderso@bsd.uchicago.edu.