



# IDEAS COMMITTEE

INCLUSION • DIVERSITY • EQUITY  
ANTI-RACISM • SOCIAL JUSTICE

# RECRUITMENT SUGGESTIONS

for Academic Neurology Programs

## GOAL

To promote Inclusion/Diversity/Equity/Anti-Racism/Social Justice (IDEAS) within academic neurology departments for recruitment of faculty.

## JOB DESCRIPTION

- Clear job description. To minimize bias, relay which requirements are not essential.
- Highlight existing diversity initiatives.
- Include an Equal Employment Opportunity (EEO) statement, which should be available on each University's website.

## OPEN AND INTENTIONAL RECRUITMENT

- All open faculty positions will be posted to the Department website, specialty and, if applicable, subspecialty organization's job boards, trade journals, email lists and, non-traditional career employment sources.

## RECRUITMENT OPTIONS

- Targeted websites for underrepresented in medicine recruitment including: <https://www.minoritypostdoc.org/>, <https://careercenter.sacnas.org/>, <http://www.caiselist.com/>.
- Send postings to schools known for diversity, including Historically Black Colleges and Universities (HBCUs) and Hispanic Serving Institutions (HSIs), to recruit graduates.
- Encourage [URIM](#) award recipients and program participants to apply for positions. Examples include the [ANA IDEAS Junior Member Awards](#), AAN Diversity awards, [Audrey S. Penn Lectureship Award](#), [Hannah Gray Award from HHMI](#), [DSPAN Award from NIH](#), [MOSAIC Award from NIH](#), [Ford Foundation Fellows](#), [Burroughs Wellcome Fund Postdoctoral Enrichment Program](#), [Harold Amos Medical Faculty Development Program](#).
- Share job openings with self-identifying groups on Twitter such as #BlackinNeuro, #BlackandSTEM, #LatinxandSTEM, #LatinasinSTEM, #NativeandSTEM, #NativeScience, #MarginSci, #DiversityinSTEM, #WomeninSTEM, #LGBTQinSTEM, @SocietyofBlackNeurologist.
- Faculty representatives could attend meetings focused on underrepresented scientists, including SACNAS (<https://www.sacnas.org/>) and ABRCMS (<https://abrcms.org/>).
- Consider attendance for faculty recruitment at national conferences such as NMA (National Medical Association) and NHMA (National Hispanic Medical Association).
- Increased departmental awareness of cluster hires recruitment opportunities throughout the University.
- Consider partnering with university-wide centers and departments, including centers with a focus on Inclusion/Diversity/Equity/Anti-Racism/Social Justice (IDEAS).

## SELECTING INTERVIEW CANDIDATES

- The search committee should include a diverse population of individuals across all levels within and outside the division/department.
- The search committee chair should work to identify and minimize bias among committee members by requesting completion of training to minimize bias and reminding members of the importance of confidentiality.
- The committee chair should allow sufficient time as bias is stronger when under time pressure.
- To minimize reliance on potentially biased credentials (i.e., where a candidate has trained), consider removing this from the screening portion of the process to select who is invited for interviews.
- Set specific credentials and objective criteria before reviewing applications.
- Provide candidates the option to briefly summarize their most significant contributions separate from CVs to redefine merit and excellence based on the quality of their clinical, educational, or scientific work.
- Ideally, the candidate pool will reflect the patient population. Consider reopening or intensifying the search if the pool of applicants does not include any women or underrepresented in medicine candidates seriously considered by the search committee.

## INTERVIEWERS/INTERVIEWS:

- Query whether each candidate has any access needs or accommodation requests and involve human resources early if needed.
- Use structured interview and objective evaluation criteria.
- Interviewers should pose standardized questions for each candidate to compare responses directly.
- Interviewers should utilize a standard candidate evaluation tool or rubric for CV, letters of support, interview, and job talk to provide feedback on all applicants.
- Discussion among selection committee members about candidates outside the entire selection committee should be avoided.
- To lessen bias, applicants should have an opportunity to give a job talk to the selection committee to give the selection committee a sense of their research and future directions. Standardized job talk directions should be distributed to all candidates to decrease the differential advantage of internal candidates who know the expectations of the talk.
- Information such as family friendly policies and resources, wellness and programs for [URIM](#) should be provided.
- Consider providing access to a faculty family advocate and IDEAS advocate unaffiliated with search committees to confidentially discuss work–life integration and support for [URIM](#) faculty deemed appropriate by the candidates. Consider providing access to a faculty family advocate, and IDEAS advocate unaffiliated with search committees to confidentially discuss work–life integration and support for [URIM](#) faculty deemed appropriate by the candidates.

## OTHER

- Acknowledge that [URIM](#) and women are often asked to do more committee work, community education, recruitment, teaching, mentoring, and other work that benefits the department, learners, and science. These additional activities will be recognized and compensated with protected time or compensation.
- Consider philanthropic opportunities to promote IDEAS initiatives.

\* Some of these recommendations may apply to those with disability, but other, more specific recommendations may be needed.  
Created by members of the ANA Inclusion/Diversity/Equity/Anti-Racism/Social Justice Recruitment and Retention Committee



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