



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Inclusive Excellence Training for Search Committees

Policy Number: EQ.03.01.180102

Applies to: Staff, Administration and Faculty that serve as Chair, or member of a Search Committee for a position in the ESFCOM.

Date: 1/2/2018

1.0 Policy Statement:

It is the Elson S. Floyd College of Medicine policy that search committee chairs and members receive Inclusive Excellence Training prior to participation in the search process.

2.0 Definitions

Inclusion: recognizes the importance of representation of different voices and talents in the discussion and evaluation of applicants.

Inclusive Excellence Training: is one tactical component of a Diversity and Inclusion strategy. Training provides the knowledge, skills and tools for gaining critical knowledge and skills. This is important for creating and sustaining searches that foster a creative, inclusive, respectful and productive workforce and workplace.

Excellence in search processes: means critically analyzing each search to ensure equitable selection and treatment of candidates and to promote best practices that reflect the mission of the Elson S. Floyd College of Medicine.

ILT: Instructor-Led Training

Participation: Performing any activities related to the work of a Search Committee include: access to the applicant pool, review or discussion of applications/resumes, selection of or contact with interviewees/finalists, and recommendations for hire.

3.0 Responsibilities

Assistant Dean for Pathway Programs and Inclusion
Human Resources
Equity Committee Chair
Office of Compliance

4.0 Procedures

Inclusion is a catalyst for achieving excellence and advancing the mission and vision of the Elson S. Floyd College of Medicine. A key component is upholding the integrity of the hiring process and assuring trained and knowledgeable search committees and chairs.

Inclusive Excellence Training for Search Committee 1/2/2018

Inclusive Excellence trained search committees and chairs conduct searches for staff, faculty and administration positions.

- 1) The Equity Committee in conjunction with the Assistant Dean for Pathway Programs and Inclusion determine the training curriculum based on national standards; select and provide instruction for the Inclusive Excellence Training trainers.
- 2) Training is required initially and updated every five years. To maintain consistency, refresher handouts germane to Inclusive Excellence are provided by Human Resources at the first meeting of a newly formed search committee.
- 3) A progressive implementation practice for training will bring the COM into compliance by three years from the approval of this policy. Thus, 50% of search committee members are to have completed Inclusive Excellence training 18 months from the approval of this policy, 75% by 27 months and 100% by 36 months.
- 4) Search committee members from other colleges will be encouraged, but not required to take Inclusive Excellence training.
- 5) Record of individuals who have participated in training will be maintained by the ESFCOM Office of Compliance.

Inclusive Excellence Lesson Plan Training December 2017

Format: Instructor-led (preferably two instructors per workshop) technology – assisted workshop. Attendees do not need to be in the same location.

Audience: All faculty and staff who may serve on a search committee.

Time: 60-90 minutes

Learning Objectives:

- Understanding Our Biases
- Understanding Where Our Biases Come From
- Applying Inclusive Excellence Concepts
- Discuss Biases Diplomatically and Collegially

Structure:

- Brief introduction of the policy and participants.
- Introduction of kinds of biases to gain a shared language.
- Resume Exercise (3 resumes, rank them for an open position)
- Discuss/Debrief assumptions/biases. Approach all opinions with curiosity rather than accusation.

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- A few basics about how to run a meeting where everyone can share their opinions.
- Short exercise re: our multiple identities (race, gender, religion, etc. from our point of view and from others')
- Closure.

Proposed Training Approach

2018:

- Continue training current and future search committee members.
- Continue to train facilitators.
- Develop an online-only version of training.

2019 and beyond:

- Hold quarterly Instructor-Led Inclusive Excellence trainings for those who prefer ILTs.
- Direct all members of search committees to complete online-only Inclusive Excellence training.

5.0 Related Policies

None

6.0 Key Search Words

Inclusive, Excellence, Equity, Search Committee

7.0 Revision History

Original Approval Date	Policy number	Revision Approval Date

Responsible Office: Vice Dean for Academic and Community Partnerships.

Policy Contact: Equity Committee Chair

Supersedes: NA