



WASHINGTON STATE UNIVERSITY

**Elson S. Floyd  
College of Medicine**

Policy Title: Inclusive Excellence Bias 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 Elson S. Floyd College of Medicine.

Date: 9/3/2024

### **1.0 Policy Statement:**

It is the Washington State University's Elson S. Floyd College of Medicine (COM) policy that search committee chairs and members receive Inclusive Excellence Training prior to participation in the search process.

### **2.0 Definitions**

*Diversity Advocate:* The Chair of the search committee also serves as the Diversity Advocate for the entirety of the process. The Diversity Advocate is a staff/faculty member, serving as the Chair, committed to advancing the COM commitment to advancing diversity through a lens of equity, excellence, and belonging.

*Inclusion:* Inclusion is a state of being valued, respected, and supported. At the same time, inclusion is the process of creating a working culture and environment that recognizes, appreciates, and effectively utilizes the talents, skills, and perspectives of every employee; uses employee skills to achieve the agency's objectives and mission; connects each employee to the organization; and encourages collaboration, flexibility, and fairness. In total, inclusion is a set of behaviors (culture) that encourages members of the organization to feel valued for their unique qualities and experience a sense of belonging. Inclusion also recognizes the importance of representation of different voices and talents in the discussion and evaluation of applicants. It also recognizes that there are people and populations who have been and continue to be, adversely impacted by policies, procedures, and behaviors.

*Inclusive Excellence Training:* One tactical component to integrate diversity, equity, and inclusion strategies and efforts. Training provides the knowledge, skills, and tools for recognizing and limiting the impact of bias within search committees. This is important for creating and sustaining searches that foster a creative, inclusive, respectful, healthy, and productive workforce and workplace.

*Excellence in search processes:* Critically analyzing and acting to ensure equitable selection and treatment of candidates and to promote best practices that reflect the mission of the COM in each search.

*Participation:* Performing activities related to the work of a search committee including access to the applicant pool, review and discussion of applications/resumes, upholding

inclusive excellence, selection of or contact with interviewees/finalists, and recommendations for hire.

### **3.0 Responsibilities**

Office for Diversity, Health Justice, and Belonging

### **4.0 Procedures**

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

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

- 1) The Associate Dean for Community, Health Equity, and Belonging, in conjunction with the Equity Committee determines the training curriculum based on national standards; and selects and provides instruction for the Inclusive Excellence Training trainers.
- 2) Training is required initially upon nomination to a search committee and is updated every three years.
- 3) All search committee members and committee chairs must complete Inclusive Excellence Training prior to reviewing applications.
  - The Chair of the search committee is required to complete the Inclusive Excellence and Diversity Advocate trainings prior to reviewing applications.
- 4) Each search committee will have an assigned Diversity Advocate (Chair of the search committee also serves as the Diversity Advocate), to help guide the committee to make certain that the search process:
  - Is free of bias or stereotyping of applicants in verbal or written communication.
  - Ensures that candidates are evaluated fairly.
  - Includes a campus visit that provides similar opportunities for each candidate and follows interview procedures that treat all applicants consistently.

Each Diversity Advocate is expected to complete training focused on inclusive and equity-minded topics such as culture, values, disrupting bias, intercultural communication, position description drafting, and facilitation.

- 5) All search committee members are broadly responsible for implementing recruiting practices that promote diversity and eliminate bias within the hiring process. Committee members are encouraged to actively disrupt bias during the search process through the following actions:
  - Address bias during any step of the search process through

communicating with the committee.

- Communicate with the chair serving in the capacity of the diversity advocate.
- Communicate with the Associate Dean for Community, Health Equity, and Belonging.

- 6) A record of individuals who have participated in training will be maintained by the COM Office of Compliance.

## **5.0 Related Policies**

None

## **6.0 Key Search Words**

Inclusive, Excellence, Equity, Search Committee

## **7.0 Revision History**

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