



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 Elson S. Floyd College of Medicine.

Date: 6/14/2021

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. 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: is one tactical component of a diversity and inclusion strategy. Training provides the knowledge, skills and tools for 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: means critically analyzing and acting 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 in each search.

Participation: Performing activities related to the work of a search committee including: access to the applicant pool, review, or discussion of applications/resumes, upholding inclusive excellence, selection of or contact with interviewees/finalists, and recommendations for hire.

3.0 Responsibilities

Assistant Dean for Health Equity and Inclusion

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

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 Health Equity and Inclusion, determines the training curriculum based on national standards; select and provide instruction for the Inclusive Excellence Training trainers.
- 2) Training is required initially upon nomination to a search committee and updated every five years. To maintain consistency, refresher handouts germane to inclusive excellence are provided by Business Office/Human Resources at the first meeting of a newly formed search committee.
- 3) All search committee members and committee chairs must complete Inclusive Excellence Training prior to reviewing applications.
- 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.

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
01/02/2018	EQ.03.01.180102	06/14/2021

Responsible Office: Office for Diversity, Health Justice, and Belonging

Policy Contact: Equity Committee Chair

Supersedes: EQ.03.01.180102 dated 01/02/2018