

Guidelines for Completion of the Department of Medicine Equity Checklist Version 2.0

1. For new faculty recruits, in most cases, the person completing the Equity Checklist is the Division Director. For Division Director or Associate Chair selection committees it will be completed by Department Chair.
2. Select the reason for the selection committee and the division.
3. An Impact Analysis (IA) form must be completed prior to proceeding with the new recruitment. To obtain the form - for recruits to Hamilton Health Sciences, contact Annetta Gianomo gianoma@hhsc.ca to be signed off by Dr. Barry Lumb. For recruits to St. Joseph's Healthcare, please contact Phil Valvasori (pvalvaso@stjosham.on.ca) to be signed off by Dr. Alistair Ingram.

Please work with Lorrie Reurink (reurink@mcmaster.ca) to post and advertise the position.

4. For new recruits, it is not necessary to invite the Chair of Medicine to sit on the committee. Choose at least one Associate Chair to join the selection committee. When choosing other committee members, keep in mind that at least 30% must be female faculty.
5. Depending on the recruit, you may consider inviting the Department's educational leaders to the selection committee. Residents join the committee for the selection of Division Directors only.
6. The Chair of the Selection Committee must undergo unconscious bias training. Choose between the following:

The Harvard Implicit Association Test

<https://implicit.harvard.edu/implicit/canada/takeatest.html>

The American Association of Medical Colleges AAMC unconscious bias e-learning seminar

https://www.aamc.org/members/leadership/catalog/178420/unconscious_bias.html

The unconscious bias in medicine online CME from Stanford

<https://med.stanford.edu/cme/courses/online/Bias.html>

7. List the applicants who have applied for the position.
8. Provide the names of those short-listed for the position.
9. Develop a list of questions for the selection committee. These should be reviewed and agreed upon by the selection committee members in advance of the interviews. One question should ask the candidate regarding how they see equity, diversity and inclusion (EDI) issues playing a role in the position to which they are applying. Please ensure that ample time is provided to the interviewee to answer the questions. The same questions should be asked by the same individual. Each selection committee member should grade the response to each question on a

scale from 1 (poor) to 5 (outstanding). Please submit the list of questions to Lorrie Reurink for the file.

10. Each candidate should provide an Equity and Diversity statement (½ page description) of their past, present experiences and future contributions to diversity and equity in teaching, research and/or clinical roles. For additional descriptions of EDI statement check here: https://www.chairs-chaire.gc.ca/program-programme/equity-equite/best_practices-pratiques_exemplaires-eng.aspx
11. Once a decision is made, provide this information to the Chair's office. The average numeric score for each candidate by each selection committee after the interview should also be provided. Ideally the committee holds a silent vote, and the chair reports the % who endorsed the final candidate.
12. Please provide any additional comments on the process.