

To: All School of Medicine Hiring Leaders; All (Faculty and Staff) HR Leaders; UW GME Leadership; Paid Faculty; and Faculty Search Committee Members

Subject: Updated UW and UW SoM Training Requirements for All Hiring Leaders and Faculty Search Committee Members, effective 7/1/26

Purpose:

This memo provides an update on **required** training for hiring leaders across the University of Washington, including within the UW School of Medicine (UW SoM), as well as for faculty search committee members in the SoM. These updates support the University and SoM's commitment to fair, rigorous, equitable, and legally compliant hiring and align with current University guidance regarding equity, equal access, and inclusion in employment practices.

Background and Rationale for Changes:

To date, UW has not had a centralized, required training for all hiring leaders across the institution. This has contributed to variability in search and hiring practices with less effective processes.

Separately, in the SoM, we have had various forms of required training for faculty search committee members for several years, following passage of the [Class C resolution](#) by the UW Faculty Senate in 2015. These trainings were updated in format and content in 2025 to allow live and pre-recorded, asynchronous training options. While this faculty search committee training has been required for all competitive faculty searches to date, adherence to the requirement has not been tracked.

What's New:

(1) **For ALL New Employee Hires:**

Beginning July 1, 2026, all UW hiring leaders for *all* positions (i.e., academic personnel and faculty, staff, GME, academic student employees) must complete a short (~20 minute) training annually in Workday Learning. A hiring leader, or hiring authority, is broadly defined as the person (or persons) responsible for making the hiring decision; for example, a dean, department chair, division head, center director, hiring manager, or delegate for a dean or hiring manager. This new UW training for all hiring leaders is approximately 20

minutes long and is meant to be an introduction to UW [Executive Order 81](#) and broad hiring principles that are applicable across UW schools, colleges and campuses. More information on this new training through UW HR can be found [here](#).

(2) For UW SoM Faculty Hires:

Separate from the UW HR training for hiring leaders, **all members of SoM faculty search committees and the Academic HR staff involved in the search committee process must complete one of three approved training options prior to, or at the initiation of, a faculty search**. This training requirement applies to all members of a faculty search committee, regardless of their role (e.g., faculty, staff, students, etc.).

Completion of an approved training option will satisfy this requirement for three years from the date of completion. Repeat training is required after three years. All UW SoM trainings completed in 2025 or after will count towards the requirement.

Please note this is different from the UW hiring leader training described above, which will be required annually.

Approved UW SoM faculty search committee member training options include:

1. A live one-hour training (in person or virtual) facilitated by the Assistant Dean for Faculty Recruitment and Retention or a trained designee;**
2. Verified asynchronous viewing of a recorded faculty search committee training (32 minutes long) through [Learning Hub](#); or
3. Verified attendance at the Office of Faculty Affairs [Excellence in Faculty Recruitment workshop series](#) (a total of three sessions, held between May and October of each year, on Zoom).

****Searches for *faculty leadership positions* (e.g., department chairs or division heads, assistant/associate/vice deans, center directors) *must* use the live 1-hour training, option #1, above. This ensures adequate opportunity for dialogue and discussion of issues specific to leadership recruitment.**

Regardless of which UW SoM training option is chosen, each faculty search committee member and Academic HR staff member will be responsible for

attesting to training completion in the UW Medicine [Learning Hub](#) and keeping a record of training completion. We are working on providing academic HR managers access to Learning Hub completion reports to facilitate efficient verification of training. These will be available through the [UW SoM Resource Portal](#). We will plan to provide a completion report across all departments in mid-July (2 weeks after implementation), in early August (4 weeks after implementation), and then monthly, and will reassess the cadence as needed.

Faculty search committee chairs, in partnership with their administrative staff assigned to the search, are responsible for ensuring compliance. Academic HR professionals in the Committee Manager or Administrator roles in Interfolio Faculty Search will be asked to add an attestation in Interfolio Faculty Search Internal Notes that they personally verified completion of training for all faculty search committee members. Faculty job postings will not be approved until this step has been completed.

Questions regarding these SoM training requirements for faculty search committees or available training options may be directed to the Assistant Dean for Faculty Recruitment and Retention, Sahar Rooholamini (srooh@uw.edu).

Questions regarding job ad approval may be directed to the Associate Dean for Academic and Medical Staff Affairs, Ashlee Harty (hartya@uw.edu).

If you have additional questions, we highly recommend first reading through the Frequently Asked Questions and table of training requirements, below.

Frequently Asked Questions

Q1. Why are there two trainings? Can I do one training and fulfill both requirements?

The required UW HR training for hiring authorities and the SoM training for faculty search committee members and Academic HR professionals have distinct content, scope, and audiences. They are not interchangeable. The UW HR training is meant to be an introduction to key policies and principles that affect all searches, for all positions, across the UW, not just faculty searches. More information on the UW HR training for hiring authorities can be found here: <https://hr.uw.edu/talent/onboarding/required-training-for-hiring-authorities/>.

The required UW SoM training for all members of a faculty search committee, including the Academic HR staff supporting the search, is separate and more specific to faculty searches across biomedical research and clinical departments, and includes additional detailed content on effective preparation, outreach, assessment, interviewing practices, and search committee dynamics. It can be taken in one of the three formats, described above.

Hiring leaders for faculty positions must complete both trainings. Faculty search committee members are not required to complete the UW HR training, but are required to complete the SoM training. The details of these two trainings are summarized in the table after the FAQs.

Q2. Who is defined as a “hiring leader/hiring authority”?

The hiring leader is the individual (or individuals) with authority to make the final hiring decision. In the SoM, we have defined this broadly, including a dean, department chair, division head, center director, hiring manager, or delegate for a dean or hiring manager. For hiring a staff position, the hiring leader/hiring authority could be anyone listed as the hiring manager in Workday or the hiring manager delegate on the Workday requisition.

For faculty hires in larger departments, the hiring authority may include more than one person (for example, both a division head and a department chair). In smaller departments, the department chair may serve as the sole hiring leader for a faculty position.

For GME (ACGME, non-ACGME and CODA) programs, the Program Director is the “hiring leader/hiring authority.” Please see the GME [Recruitment Resources page](#) for more information.

Q3. Why are these trainings necessary? Why are we tracking them?

Searches across UW and the UW SoM operate in a variety of ways. Some variability—such as differences by type of role, hiring unit, size of hiring committee (if one is used), and timeline—is appropriate given differences in employee roles and organizational needs. Other variability, however, may reflect long-standing conventions that are not fully aligned with current best practices, legal requirements, or institutional expectations.

These trainings provide shared, up-to-date guidance on UW policy, state and federal legal requirements, and evidence-based practices for fair and equitable hiring.

The UW HR training required for hiring authorities may be audited through Workday. This is separate from the tracking we are implementing for the SoM faculty search committee trainings, which will be in UW Medicine’s [Learning Hub](#). Tracking completion ensures that all faculty search committee members in the SoM have access to the same foundational information and that the SoM can support consistent hiring practices across departments.

Q4. Who is required to complete these trainings?

All hiring leaders, defined above, are required to complete the UW HR Workday Learning module annually, effective July 1, 2026. All UW SoM faculty search committee members and Academic HR professionals staffing the faculty recruitment are required to complete one of the three approved UW SoM training options described above. This includes the faculty search committee chair.

Q5. How do I access the UW HR Workday Learning module? Will it be assigned to me in Workday as a “hiring authority”?

The new UW HR training will be available to all employees under the Compliance topic in Workday Learning. It will not be assigned automatically, and you will need to search for it and enroll using the instructions below.

To access the training on or after July 1st:

1. Sign in to [Workday](#)

2. From the Menu (upper left corner), select Learning
3. Select Discover, then Browse Learning
4. On the left hand side, under Topic, select Compliance
5. Select the Inclusive Hiring Training
 - a. Select enroll
 - b. Take the training

Q6. What if I want to take the UW HR Workday Learning module but I am not a hiring leader? Am I allowed to take it?

Yes, you are more than welcome to take the UW HR training for hiring leaders, as it is open to all who are interested. Use your UW NetID and password to access it through Workday Learning. More information can be found [here](#).

Please note, as in Q1 above, that the training requirements are not interchangeable between the UW HR training for hiring leaders and the SoM training for faculty search committee members.

Q7. When must the trainings be completed?

UW HR training for hiring authorities must be completed once per year, *prior to* participating in hiring activities, starting July 1, 2026. For UW SoM GME hiring leaders, the training must be completed each year before application reviews begin. Please see the [GME Recruitment Resources page](#) for more information.

UW SoM faculty search committee training must be completed prior to, or at the initiation of, a faculty search, at least every 3 years if one's participation on faculty search committees continues. Faculty job postings will not be approved in Interfolio until training completion has been verified.

Q8. Do previous trainings count toward these requirements?

It depends on which training you are referring to.

Since the UW HR training for hiring authorities is new as of 7/1/26, there is no prior training that counts toward that requirement.

By contrast, for the SoM faculty search committee trainings, yes, any of the trainings completed in 2025 or later count toward this requirement and will be valid for 3 years (e.g., 2025-2028).

Q9. For the UW SoM faculty search committee trainings, what does “verified” completion mean?

Verified completion means that each faculty search committee member has attested in the UW Medicine [Learning Hub](#) (the SoM’s learning management system) that they have taken one of the three types of training. The final page of the Learning Hub module has the participant’s name and date of completion and should be printed (e.g., as a PDF) to serve as the verification record. Academic HR staff will verify completion of training with search committee members and record that verification in Interfolio Faculty Search Internal Notes.

We are working on providing academic HR managers access to Learning Hub completion reports to facilitate efficient verification of training. These will be available through the [UW SoM Resource Portal](#). We will plan to provide a completion report across all departments in mid-July (2 weeks after implementation), in early August (4 weeks after implementation), and then monthly, and will reassess the cadence as needed. Proof of training completion will also be accessible to individual users in the Transcripts section of Learning Hub.

Q10. What happens if a faculty search committee member has not completed the required UW SoM training?

Faculty job postings will not be approved until training completion has been verified for all faculty search committee members by the unit’s academic HR manager. Committees should plan accordingly to avoid delays in job ad approval or search initiation. We are working with Learning Hub administrators to be able to provide access to training completion reports for academic HR managers in each SoM department to make this process more efficient.

One idea that may help departments and divisions with this step is to train a larger pool of potential faculty search committee members by providing time at a faculty or staff meeting to complete the SoM training, either given live by the Assistant Dean for Faculty Recruitment and Retention (srooh@uw.edu) or by watching the 32-minute recorded video available through [Learning Hub](#). This “universal training” approach could streamline the process of search committee formation and minimize the need for training verification later in the process.

Q11. Are all three SoM training options for faculty search committee members considered equivalent?

Yes, for most faculty searches, all three approved options meet the requirement. Searches for faculty leadership positions (such as department chairs, division heads, deans, or center directors) must include the live one-hour training option to allow for discussion of leadership-specific issues and Q&A.

Q12. Does the SoM training requirement apply to faculty reappointments or renewals? What about for internal searches?

The UW SoM training requirement applies to all competitive faculty searches, which are usually advertised in Interfolio, and for which there is a search committee. This requirement would not apply to reappointments or renewals. Internal searches (e.g., for faculty administrative or leadership roles limited to internal applicants only) using a search committee are required to complete the training even if not advertised in Interfolio, given that many of the best practice principles still apply.

Q13. Is the SoM training for faculty search committees the same thing as the “implicit bias training” we were required to do in the past?

What was previously referred to as “implicit bias training” or “diversity training” for faculty search committees no longer exists. The required SoM trainings outlined in this memo cover a broad range of relevant topics and best practices in faculty searches, including (but not limited to) assessing accomplishments in, and plans for, contributing to diverse, equitable, and inclusive working and learning environments, and strategies to mitigate bias in evaluation and hiring.

Q14. Does this process apply to selection for GME residents and fellows?

Yes. Hiring leaders (program directors) in GME must take the UW HR training annually. The GME Office, in partnership with UW Medicine Leadership, UW Compliance and Risk Services, UWHR, and many programs, has developed new, required processes and documents for UW SoM GME residency and fellowship programs. These materials are posted on the [Recruitment Resources](#) page of the GME website. Please reach out to Cindy Hamra, Associate Dean, GME (hamrac@uw.edu), with any questions.

Table. Summary of Hiring Training Requirements by Role

Role in the Search	Required Training(s)	Format	Tracking & Accountability
<p>Faculty Search Committee Chair or Member for a Non-Leadership Search <i>(this will be the majority of faculty searches)</i></p>	<p>SoM: One of three options with attestation in Learning Hub</p>	<p>SoM: Live and asynchronous options, as above. Use Learning Hub <i>(link is live and ready for use)</i></p>	<p>Attestation required; tracked in Learning Hub; search committee chair/local academic HR responsible for verifying completion</p> <p>Committee Manager or Administrator to add attestation in Interfolio Faculty Search Internal Notes that they personally verified completion of training for all search committee members</p> <p>SoM training must be completed within three years of a new search</p>
<p>Hiring Leader (aka hiring authority) for any type of hire, including academic personnel and faculty, staff, GME, academic student employees, etc.</p> <p><i>(Dean, department chair, division head, center director, hiring manager, or delegate for a dean or hiring manager)</i></p>	<p>UW: Workday Learning module</p>	<p>UW: 20-25 minute online training through Workday Learning <i>(link will be available 7/1/26; see here)</i></p>	<p>UW: Workday Learning reports</p> <p>UW training is good for one year</p>

<p>Hiring Leader (aka hiring authority) for a faculty search</p> <p>(Dean, department chair, division head, center director, or delegate)</p>	<p>UW: Workday Learning module (same as above)</p> <p>AND</p> <p>SoM: One of 3 options with attestation in Learning Hub</p>	<p>UW: 20-25 minute online training through Workday Learning (<i>link will be available 7/1/26; see here</i>)</p> <p>SoM: Live and asynchronous options, as above. Use Learning Hub (<i>link is live and ready for use</i>)</p>	<p>UW: Workday Learning reports</p> <p>UW training is good for one year</p> <p>SoM: Attestation required; tracked in Learning Hub</p> <p>SoM training must be completed within three years of a new search</p>
<p>Faculty Search Committee Chair or Member for a Faculty Leadership Search</p> <p>(e.g., department chairs or division heads, assistant/associate/vice deans, or center directors)</p>	<p>SoM: Live one-hour training (in person or online) with Asst. Dean or trained designee</p>	<p>SoM: Live one-hour training (committee lead to email srooh@uw.edu to schedule)</p>	<p>Attestation required; tracked in Learning Hub; search committee chair/local academic HR responsible for verifying completion</p> <p>Committee Manager or Administrator to add attestation in Interfolio Faculty Search Internal Notes that they personally verified completion of training for all search committee members</p>

			SoM training must be completed within three years of a new search
Academic HR Professionals Engaged in Faculty Searches	SoM: One of three options with attestation in Learning Hub	SoM: Live and asynchronous options, as above. Use Learning Hub (<i>link is live and ready for use</i>)	<p>Attestation required; tracked in Learning Hub; search committee chair/local academic HR responsible for verifying completion</p> <p>SoM training must be completed within three years of a new search</p>