

2019 Racial and Ethnic Minority (R/EM) Faculty Recruitment Toolkit

As part of the UNM Health Sciences Center (HSC) Strategic Plan and in collaboration with many stakeholders across the institution, the HSC Office for Diversity Equity & Inclusion has developed a comprehensive plan for the recruitment of Racial and Ethnic Minority (R/EM) faculty. Although it is recognized that each entity has specific needs as it relates to successful recruitment, there are numerous strategies that can be uniformly utilized by all. This Toolkit provides concrete steps for implementing best practices that will improve faculty diversity across the HSC. This toolkit should be used by all entities to help guide their R/EM faculty recruitment efforts.

1. Diversify Search Committees: Ensure a diversified Search Committee is developed.

- a. Per the UNM Administrative Policies and Procedures Manual - Policy 3210: Recruitment and Hiring, each search committee must include at least three (3) members that reflect diversity including at least one (1) female member and one (1) member from an underrepresented group and they may not be the same person.
- b. Efforts to recruit R/EM faculty: Departments recruit the majority of faculty and are encouraged to use best practices as outlined in the OEO Faculty Hiring Guidelines.
 - i. <https://hsc.unm.edu/admin/fco/hiring/index.html>
- c. If R/EM faculty are unavailable in your department, please utilize the HSC Office for Diversity Equity & Inclusion resource “Faculty Pool for Committee Service” of R/EM faculty willing to serve on interdisciplinary search committees (contact HSC Office for Diversity Equity & Inclusion Leadership Director, Lindsay Smart, lsmart@salud.unm.edu for this list).

2. Unconscious Bias: Ensure all Search Committee members have received Unconscious Bias training.

- a. On-line Unconscious Bias Training is available for all UNM/HSC Committee members through Learning Central. To find, login to Learning Central, go to “Find Learning”, type in “Unconscious Bias” and click search. Click to add to your learning plan. Training is approximately 30-60 minutes long.
 - i. <https://learningcentral.health.unm.edu/learning/user/login.jsp>
- b. On-line Unconscious Bias Training is also available for non-UNM Committee members through Moodle. This is the same training that is available in Learning Central. Users will need to create a free Moodle account by clicking on the right side of the webpage on Create new account. Training is approximately 30-60 minutes long.
 - i. <https://hscmoodle.health.unm.edu/course/index.php?categoryid=139>
- c. On-line Unconscious Bias Training is available for free for all UNM/HSC Committee members through the Association of American Medical Colleges (AAMC). To access, scroll down to mid-page and select Register here. Training is approximately 30 minutes long.
 - i. <https://www.aamc.org/initiatives/diversity/322996/lablearningonunconsciousbias.html>

3. Outreach: Utilize UNM Human Resources “Diversity Outreach/Advertising Resources” list of diversity-focused job boards for advertising available faculty positions to R/EM faculty nationwide.

- a. <https://hr.unm.edu/advertising-services>