

Position Analysis Memorandum

TO:

FROM:

DATE:

SUBJECT:

The Department/College is requesting approval to initiate a search to hire:

We feel that departmental needs will be best served by the appointment of a faculty member whose specialty falls within the scope of the Department/College.

The department faculty and I are strongly committed to giving candidates from the protected groups very serious consideration within the academic parameters of this position. We intend to use the following links and resources:

Screening and Selection Parameters

The table below summarizes the minimum qualifications, selection criteria, and sources of evidence that the search committee will use in screening applications. (Must match requisition, Ad, and matrix)

Minimum Qualifications: Examples: Degree Board Certified or Eligible Completed Fellowship in XX by date of hire Licensable in the State of New Mexico	How Measured: Examples: (should be from required application documents) CV/Resume, CoverLetter Letters of Recommendation

Preferred Qualifications: Examples: Fellowship in, Experience in Experience in teaching medical students, residents, and fellows. A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities. (*Required)	How Measured: (should be from required application documents) CV/Resume, Cover Letter, Letters of Recommendation

The search and screening committee is diverse and consists of:

Name	Gender	Ethnicity/Race	Implicit Bias Training	
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No

The Search Coordinator and all members of the Search Committee have taken the required Implicit Bias Training.

The committee will review all application materials received by the For Best Consideration date and identify bona fide applicants. Those who do not meet minimum qualifications will be notified that their applications will not be considered. The search and screening committee will evaluate all bona fide applications on the selection criteria summarized. This process will involve rating each applicant on each criterion along a scale defined in the screening matrix. Results of these ratings will be used to identify a group of semifinalists.

All applicants from members of protected groups will be given a “second look” to ensure full consideration. Of the semifinalists, the search committee will recommend applicants to be interviewed.

Name, Title, Date

Name, Title, Date

CON, COP, CPH, and HSLIC please use signature lines for Dean/Executive Director and Director for Faculty Academic Affairs for approvals.

SEARCH COORDINATORS: PLEASE NOTE THIS IS THE MINIMUM REQUIRED INFORMATION NEEDED. YOU MAY CHANGE INFORMATION OR EMBELLISH AS NEEDED BUT PLEASE STICK TO THE TEMPLATE AND STANDARD INFORMATION.