

THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES CENTER
SCHOOL OF MEDICINE
Executive Diversity Officer Position

The University of New Mexico (UNM) Health Sciences Center, a Hispanic Serving Institution, is seeking an outstanding applicant for the position of Executive Diversity Officer (EDO) at the School of Medicine (SOM). SOM seeks to recruit a faculty member at the rank of Associate Professor, Professor, Principal Lecturer, or Senior Lecturer to serve as EDO. This position is available beginning February 1, 2022; a later date could be negotiated, as needed, for the successful applicant.

The Executive Diversity Officer (EDO) reports to the Dean of the School of Medicine and has a key leadership and management position in the School of Medicine (SOM). The EDO will lead the SOM's diversity, equity, and inclusion strategic efforts and programmatic initiatives (e.g. Native American/Indigenous, Anti-Racism/-Ethnoracism, LGBTQ+, Women's, LHS+, Disability, Asian/Pacific Islander, Black/African-American, DACA) in collaboration with leaders in departments, academic offices, and health system entities. The individual will partner with community members of the SOM, Health Sciences Center (HSC), the university, and community. This is a dual appointment position. The Dean's Office will cover the EDO initially at 0.5-0.8 FTE (negotiable) and the additional FTE will be put forth by an academic department. The EDO will report to and work with the Dean to prioritize activities and programmatic initiatives based on input, institutional need, and accreditation requirements. The EDO will supervise an Assistant Dean of DEI, a Senior Operation Manager (Director), an executive administrative assistant, and engage with DEI Vice Chairs and Directors (with assigned DEI-related FTE) across 20 academic departments.

The EDO will serve as the SOM representative to the HSC Office for DEI Inclusive Excellence Council (IEC) and will be expected to work collaboratively with DEI representatives from the Colleges of Nursing, Pharmacy, Population Health, HSLIC, each Health System entity and main campus. The EDO will leverage existing DEI resources and will be closely involved in coordination of and in consultation with departments and offices, the HSC DEI Office and with on-going DEI activities and with new activities as they arise.

The EDO will maintain local, regional, and national engagement in matters related to DEI. The EDO will have the following responsibilities:

Scope:

- Guide the SOM in crafting and implementing an overarching diversity, equity, and inclusion (DEI) strategic plan
- Serve as a change agent to build greater diversity among the learners, faculty, and staff, and to create an equitable, and inclusive community across all missions of clinical service, education, research, administration, community and wellness. "Learners" in the SOM include medical students and residents/fellows, health professions students, and biomedical sciences graduate students.

- Continue to operationalize the SOM DEI office
- Support the School's mission, vision, goals, and objectives of providing quality programs, academic offerings, pedagogy and direct service
- Mentor others in DEI work

Responsibilities within Initiatives:

- Lead DEI strategic, innovative initiatives to address **on-going and emerging issues** (e.g. Native American/Indigenous, Anti-Racism/-Ethnoracism, LGBTQ+, Women's, Latina/o/x, Hispanic or of Spanish Origin+ (LHS+), Disability, Asian/Pacific Islander, Black/African-American, DACA) throughout the SOM's operations. Identify areas of opportunity, develop recommended courses of action, drive implementation, and conduct process and outcome evaluations
- Review SOM policies and procedures to ensure support of diversity, equity, and inclusion

Enrollment and Hiring Initiatives:

- Collaborate with SOM and other health professions admissions committees and the HSC Office of Diversity, Equity and Inclusion to enhance pathway/pipeline programs in the active recruitment, selection, matriculation, retention, and promotion of diverse medical, health professions and graduate students
- Support efforts with the National Center for Pre-Faculty Development and the Office of Continuous Professional Learning to provide trainees and junior faculty with foundational self-efficacy, knowledge, skills, and experiences to be successfully appointed, and promoted and/or tenured within an academic institution
- Collaborate with the Office of GME to enhance the active recruitment, hiring, promotion, and retention of residents and fellows from diverse backgrounds and experiences
- Collaborate with the SOM Office of Faculty Affairs and Career Development, SOM Human Resources, and the HSC Office for DEI to enhance the recruitment, hiring, promotion and retention of faculty and staff from diverse backgrounds and experiences.

Education Initiatives:

- Support the development and provision of DEI educational programs for learners, faculty and staff, and work with education leaders to review learner assessment, teaching materials and curricula for all learners to ensure DEI integration, innovation, and scholarship

- Work with SOM educational programs to assure that DEI related accreditation standards are met and participate in the re-accreditation process

Research Initiatives:

- Collaborate with the SOM Office of Research to assure the inclusion of DEI promising and best practices in research including in IRB reviews, internal funding, and opportunities for research development programs
- Enhance research related to health equity, health services, and disparities, including program implementation and evaluation research
- Collaborate with the SOM Office of Research and the Chairs to support the recruitment, retention, and promotion of diverse research faculty

Accountability Initiatives:

- Design, implement, and track metrics to monitor and evaluate progress and impact of diversity, equity, and inclusion initiatives and activities
- Oversee the office budget development and resource management
- Develop and modify yearly goals and performance metrics with the Dean based on stakeholder input and institutional needs

Community and Networking Initiatives:

- Ensure diversity is reflected in the workforce/workplace communications and in business activities, including in marketing materials and community-facing efforts by partnering with communications and marketing leaders
- Continue to support and engage department and program titled diversity representatives (e.g. Vice Chair, Director etc.)
- Identify, develop and foster relationships with relevant external organizations, thought-leaders and partners. Represent SOM at diversity-focused organizations, such as the Association of American Medical Colleges (AAMC) Group on Diversity and Inclusion and Group on Women in Medicine and Biomedical Sciences, Association of American Indian Physicians (AAIP), Student National Medical Association (SNMA), Latino Medical Student Association (LMSA), American Medical Women's Association (AMWA), Asian Pacific American Medical Student Association etc.

Change and Change Management Initiatives:

- Serve as a change agent, consultant, thought-leader, influencer and subject matter expert on diversity, equity and inclusion related issues that impact the school.

Background Information on the University of New Mexico Health Sciences Center - Historical Contexts

The medical school was established in 1964, and became a component of the UNM Health Sciences Center (HSC) in 1994. The HSC comprises the UNM Health System clinical arm, the academic components which include the School of Medicine (SOM), College of Nursing (CON), College of Pharmacy (COP), College of Population Health (COPH) and the UNM Health Sciences Rio Rancho Campus, as well as the research centers, the UNM Comprehensive Cancer Center (UNMCCC) and the Clinical and Translational Sciences Center (CTSC). The UNM Health System includes UNM Hospitals (UNMH), UNM Sandoval Regional Medical Center, Inc. (SRMC), and the UNM Medical Group (UNMMG). The EDO has the opportunity to work with learners, faculty and staff from the medical program, residency programs/fellowships, health professions programs (Dental Hygiene, Emergency Medical Services, Medical Laboratory Sciences, Occupational Therapy, Physician Assistant, Physical Therapy, Radiologic Sciences) and Biomedical Sciences Graduate Students Programs.

Mission and Highlights of the University of New Mexico Health Sciences Center

We are proud that our SOM members vary in their cultural backgrounds, origins, ethnicity, physical abilities, sexual orientation, gender identity, beliefs, and approach to life. Our intent is to create an environment that supports each as a valued individual. New Mexico is a uniquely diverse state, with a largely rural and ethnically varied population, and we in the School of Medicine this substantial asset. For example, New Mexico has the highest proportion of Latina/o/x, Hispanic, or of Spanish origin + (LHS+) –identified individuals of any U.S. state, third highest proportion of Native American communities (e.g. Navajo, Apache, and Pueblo) in the U.S., and one third of inhabitants live in rural areas.

The SOM is committed to providing an environment based on diversity, equity, and inclusion, free from discrimination and harassment of any kind. We extend this commitment to our clinical, education, community engagement, and research programs by creating a diverse, inclusive, and collaborative environment. We believe diversity in education and research is necessary to foster creativity, innovation, and teamwork while addressing disparities in our profession and improving patient care for our population.

The Mission of the University of New Mexico, School of Medicine (UNMSOM) is to advance the health of all New Mexicans by educating and growing the diversity of health professionals, leaders and scientists, providing outstanding and compassionate medical care, advocating for the health of all New Mexicans and pursuing new knowledge and excellence of practice. The UNMSOM is known for innovations in medical education, being among the first pioneers of problem-based learning and has a reputation as a leading research-oriented medical center.

Centers and Resource Center

The Center for Native American Health (CNAH) is UNM's flagship program for the recruitment and retention of Native American students into the health professions, for health disparities research with Tribes, Pueblos, Nations, and urban Native American communities, and for the collaborative development of public health programming with Native American communities.

The University of New Mexico (UNM) has numerous additional resource centers including the UNM Accessibility Resources Center, UNM Women's Resource Center, UNM LGBTQ Resource Center, El Centro De La Raza UNM, African American Resources Center, to name a few.

Minimum Education and Experience:

- MD, PhD, or equivalent degree (i.e., MBBS, DO) for Associate or Professor rank. Terminal degree or advanced degree in one's profession for Senior or Principal Lecturer.
- Minimum 3 years of administrative leadership experience at a medical school
- Have academic credentials that would support an appointment to an Associate or Full Professor, Principal Lecturer or Senior Lecturer at the University of New Mexico, School of Medicine

Preferred Qualifications

1. A record of leadership positions with progressive responsibility and experience addressing issues of diversity, equity, and inclusion
2. Excellent and respectful communication skills
3. Evidence of organizational and administrative skills
4. Demonstrated ability to apply promising and best practices in diversity, equity, and inclusion into complex organizational settings utilizing skills in strategic planning and program implementation across various units, in building diversity and inclusion initiatives, and in implementing sound equitable policies and procedures
5. A track record of building partnerships and credibility with a diverse set of faculty, learners, and staff from an array of clinical, educational and scientific disciplines and areas
6. Track record of hiring, supervising, providing feedback and performing annual reviews and goal setting with staff and/or faculty
7. Experience in finance and budgeting in a resource constrained environment, ability to leverage existing resources and best practices
8. Facilitation of academic scholarship in DEI
9. Experience in the recruitment, selection and hiring of graduate students, residents, fellows, staff, faculty, and/or senior administrators
10. Engagement with national organizations who are engaged in DEI work (e.g. AAMC GDI, GFA, or GWIMS; ACGME; LMSA, SNMA, ANAMS, AMWA, APAMSA etc.)

11. Demonstration of subject matter expertise through self-education, trainings, and experience in DEI program development, implementation, evaluation, and academic scholarship
12. A demonstrated commitment to diversity, equity, inclusion and student success, as well as working with broadly diverse communities.

*For any questions related to this search please contact April Rodriguez,
amrodriguez@salud.unm.edu*

**For best consideration, applications must be received by December 12, 2021.
However, position will remain open until filled.**

A complete application consist of: (1) current curriculum vitae; (2) a comprehensive letter of interest that addresses how their strengths and experience match the minimum and preferred qualifications for the position, (3) names, addresses and contact information for three references.

For complete details of this position and to apply, access Faculty Posting at:
[http://unmjobs.unm.edu/ Reference Posting req18145](http://unmjobs.unm.edu/ReferencePostingreq18145)

For information regarding the confidentiality of inquiries and applications or general questions please email April Rodriguez, amrodriguez@salud.unm.edu

UNM's confidentiality policy ("Disclosure of information about Candidates for Employment, "UNM Board of Regents' Policy Manual 6.7), which includes information about public disclosure of documents submitted by applicants, is located at
<http://www.unm.edu/~brpm/r67.htm>

The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.