**Position Analysis Memorandum**

TO:  Name, College or School Dean

FROM: Name, Search Committee Chair or Department Chairperson (must be initialed or signed)

DATE:

SUBJECT: Position Analysis Memorandum: Rank and Track, Division/Specialty (SOM add PRC#)

This opening creates a significant gap in the coverage of \_\_\_\_\_\_\_\_\_\_\_\_\_.  Of the FTE faculty in our department, only \_\_\_\_\_are specialists in the needed area of expertise and their expertise covers \_\_\_\_\_\_\_\_\_\_\_\_.  *(Provide more details as applicable and necessary here*. *CON, COP, COPH, and HSLIC, should add the number of openings, rank and track, salary range, and index.)*

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. We believe that an appointment at the entry level will enhance the likelihood of recruiting members of currently underrepresented groups.

Affirmative Action Considerations

We are anticipating the identification of strong candidates who are members of protected groups.  The department faculty and I are strongly committed to giving candidates from these protected groups very serious consideration within the academic parameters of this position.  We intend to use the following links and resources: (*list should match requisition*).

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 eligible or certified in…  Completed Fellowship in XX by date of hire  Licensable in the State of New Mexico | How Measured  (should be from required application documents)  CV/Resume  CV/Resume, Cover Letter, Letters of Recommendation  CV/Resume |

|  |  |
| --- | --- |
| Preferred Qualifications  (examples)  Fellowship in…  Experience in…  Ability to teach courses and graduate seminars  Ability to advise and direct graduate work.  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  CV/Resume, Cover Letter, Letters of Recommendation  CV/Resume, Cover Letter, Letters of Recommendation  CV/Resume, Letters of Recommendation  CV/Resume, Cover Letter |

The search and screening committee is diverse and consists of:

* Name, gender, race/ethnicity
* Name, gender, race/ethnicity
* Name, gender, race/ethnicity
* Name, gender, race/ethnicity
* Name, gender, race/ethnicity

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 named and any added as a result of the “second look,” the search committee will recommend applicants to be interviewed.

CON, COP, COPH, and HSLIC can add signature lines for Dean/Executive Director and VP of 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.**