

September 22, 2022

Anita F. Femander, PhD
[REDACTED]
[REDACTED]
[REDACTED]

Dear Dr. Femander:

We are pleased to extend to you an offer of a full-time (1.0 FTE) faculty position at the University of New Mexico, School of Medicine, Department of Family and Community Medicine. We understand that you are a Professor at your current institution, and we are recommending your appointment here at UNM as a Professor advanced rank. We anticipate a start date of November 7, 2022.

Because we are recommending an appointment at an advanced rank, the School of Medicine By-Laws require that the appointment be reviewed and approved by the Dean's Ad Hoc Committee with final approval by the Dean. This is a standard procedure at the University of New Mexico's School of Medicine for this situation.

In order to begin the committee review process, please submit a Mini Dossier with the following documents two months prior to start date: your most current C.V., three letters of recommendation from current or past colleagues and documentation attesting to your excellence or competence, according to the attached guidelines, in patient care/service, teaching, and research/scholarship. Until your appointment is approved at the rank of Professor, you will be temporarily designated as an Assistant Professor. If the review is completed prior to your start date, the advanced rank will appear on your contract. **Mini Dossiers will not be accepted after the first month of employment.** After the first month, the faculty member will need to submit a full dossier in December, and the title will remain as Assistant Professor until approved by the Promotion & Tenure Committee for the following July.

Policies

The rights and responsibilities of UNM faculty are covered chiefly in the University of New Mexico Faculty Handbook, which can be found on the UNM website (<http://handbook.unm.edu/>), and additionally by other University, School, and Department practices and policies. University, School, and Department practices and policies are subject to change from time to time. Copies of these additional policies will be made available for your review at the beginning of your appointment upon request.

Your probationary period will be three years, ending with the granting of tenure. Your evaluation for tenure will take place December of 2024, with a decision by June 30, 2025. UNM has adopted a policy for post tenure review. When you have achieved tenure, you will continue to receive annual reviews. Indeed, all faculty receive annual reviews to help establish goals and objectives for the coming year. These evaluations are conducted in the winter or spring of each year.



The granting of tenure will require demonstrated excellence in two of the following three areas with demonstrated competence in the third: teaching, research/scholarship, and service (which includes patient care). Additionally, faculty are expected to have earned a significant national reputation in the relevant professional community. These accomplishments must give convincing evidence of a continued career of achievement. The granting of tenure will also require a positive record of service and collegiality with the other members of the faculty directed toward achieving the common goals of your Department and of the School. The policies governing tenure and promotion are found in the Faculty Handbook, revised 1998 and in other documents that are found on the UNM web page (https://sp2010.health.unm.edu/sites/somintranet/som_aa/Appointments/Tenure_Guidelines.pdf).

Salary and Benefits

The contract salary for fiscal year ending June 30, 2023, is \$243,915, which includes \$94,592 in the Base component, and \$149,323 in the Supplement component. This amount will not decrease over your probationary period ending June 30, 2025. Included in the Supplement is an Administrative B component of \$86,262 for your duties as School of Medicine Diversity Officer (EDO). You will continue to retain the Administrative B associated salary as long as you remain in that title and perform the associated duties. Salary will be prorated for the fiscal year.

In addition, the department may augment the contract salary for FY23 in the amount of \$5,000 which will be paid in the Administrative Incentive component for serving as the EDO based on meeting metrics determined by your supervisor. A one-time market payment of \$20,000 will be paid after you complete your first full month of employment. If you leave the EDO position prior to the completion of two years of employment, you will be required to reimburse the Dean's office \$20,000 for the market payment, pro-rated. Total compensation is \$268,915.

The Base, Supplement, and Incentive components as well as other aspects of the Faculty Compensation plans of the Dept. and of the School of Medicine are described in the attached plans. This position carries a variety of fringe benefits. Information regarding these benefits will be given to you during your initial faculty orientation with a member of the staff of the HSC Faculty Contracts Office. In the meantime, you can access UNM benefits information at <https://hr.unm.edu/benefits>.

The SOM Deans Office will provide a relocation allowance to assist you with personal expenses in relocating to Albuquerque in accordance with University of New Mexico Policy 4020: New Employee Relocation Allowance, a copy of which is available upon request. The SOM Dean's Office agrees to pay a reasonable relocation allowance not to exceed \$15,000, which is subject to applicable Federal tax, State tax, FICA and Medicare withholdings. Included in this total amount are house hunting costs. If relocation expenses are expected to exceed this allowed amount, additional funding can be requested by submitting an estimate to the Executive Vice President of Health Sciences. Please contact Katharine Rebolledo, Department Administrator at 505-272-3843 or krebolledo@salud.unm.edu, with questions regarding your relocation.

If you leave the University of New Mexico School of Medicine prior to the completion of one-year employment, you will be required to reimburse the SOM for all expenses paid by UNM to facilitate your relocation. This amount will be pro-rated.

Academic Assignments

Your effort distribution for the first year of your appointment will be 0.80 FTE Administration as the SOM Executive Diversity Officer (EDO) and 0.20 FTE in the Department of Family and Community Medicine Administration to be comprised of 0.10 FTE Administration, 0.05 FTE Research and 0.05 FTE for Education. Each year, and as needed, your effort distribution will be discussed and your FIBCI sheet modified as needed to reflect your effort distribution.



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Department Duties:

Point one (0.1) FTE will be to serve as the Director of Mentorship. In this role, you will work in collaboration with the Associate Chair, Vice Chair for Education, and Vice Chair for Diversity to grow the department's mentorship program for faculty and to serve as a consultant for mentorship programs for residents and students. Point zero five (.05) FTE will be to provide anti-racism trainings and services to the Department of Family and Community Medicine in collaboration with the Vice Chair for Diversity and residency leadership. Point zero five (.05) FTE will be protected time for participation in grant writing and scholarly collaborations with other departmental faculty and other HSC faculty involved in health equity research.

SOM EDO Duties:

Point eight zero (.80) FTE for the SOM EDO will maintain local, regional, and national engagement in matters related to DEI. You will:

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, 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. Funding will be supported by the SOM Dean's office.
- 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.

University Support for the EDO

The University will continue to provide the following support for the Office:

Assistant Dean for SOM DEI- .50 FTE (currently Dr. Kathleen Reyes)
Sr. Operations Manager 1.0 FTE (currently Veronica Plaza)
Curriculum creators total 0.4 FTE (currently Dr. Godkind and Dr Salas at 0.2 FTE each)
Administrative Coordinator Support 1.0 FTE (currently VACANT)
Operational Expenses total \$30,000 for travel, speakers, etc. (funded by SOM)
Start-up funds of \$30,000 for the DEI office for FY23, based upon programmatic development

Faculty Development Expectations

Within the first six months of employment, you will be required to participate in a 2-day (February 9-10, 2023) QuickStart Orientation, which will provide you with essential information pertinent to your role as a faculty member in the School of Medicine.

For your personal career advancement, we recommend that you attend the Planning Your Promotion & Tenure workshop as you approach your time in rank for promotion. This workshop is sponsored by the Office of Faculty Affairs and Career Development.

Conditions of Hire

Unless otherwise stated, the conditions of this letter of offer are applicable until the completion of the first fiscal year of your academic appointment. Each year discussions/decisions with your chair and/or division chief will address changes in salary, effort distribution, promotion eligibility and academic and administrative roles. These discussions/decisions will be recorded in your annual performance review document and within your FIBCI form.



This offer is contingent upon your ability to demonstrate eligibility for employment at UNM and to receive licensure for practice in the State of New Mexico, DEA, and New Mexico Pharmacy licenses and appointment to the active medical staff at the University of New Mexico Health Sciences Center and affiliates. This position may be subject to criminal records screening in accordance with New Mexico law. If criminal records screening is mandated, clearance by the New Mexico Department of Health is required as a condition of employment. You must have a New Mexico State Medical License and Medical Staff Appointment, with privileges, at your practice location at the time your employment begins.

This offer of employment is contingent upon demonstrated compliance with the University of New Mexico's Administrative Mandate on Required COVID-19 Vaccination. Prior to your start date, you must provide either (1) documentation of full vaccination using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA) or (2) be approved for an applicable exemption.

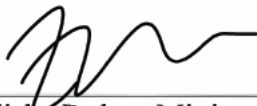
This offer is subject to UNM rules and regulations, which include compliance with all city, county, state, and federal rules and regulations. Matters such as office and/or laboratory space, secretarial support, assigned duties, and duty location are determined at the discretion of the Chair and the Dean according to UNM rules and regulations.

This letter specifies the proposed terms of employment, which are binding on the University and you. If you agree to the terms of this offer, please sign the original copy of the letter and return it to April Rodriguez, amrodriguez@salud.unm.edu keeping a copy for your records. This offer will remain in effect until September 30, 2022. This is a tentative job offer, subject to approval.

Your official employment contract will be issued by the Executive Vice President of Health Sciences through the HSC Faculty Contracts Office. This contract is the document that will be legally binding upon the University and you. It will specify salary, tenure status, and academic rank. It will also incorporate by reference University policies and procedures.

Let me again emphasize how enthusiastic the School of Medicine and Department of Family and Community Medicine are about the prospect of your joining us as a colleague.

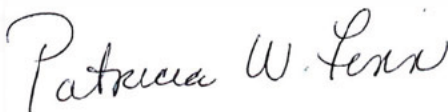
Sincerely,



Felisha Rohan-Minjares, MD
Interim Chair, Department of
Family and Community Medicine

9/30/22

Date



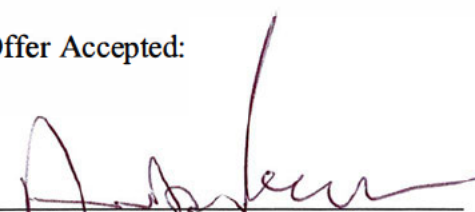
Patricia W. Finn, MD
Dean, School of Medicine

9/22/22

Date



Offer Accepted:


Anita Fernander, PhD

9/29/22
Date

Attachments:

SOM Professionalism Policy
Dept. Faculty Compensation Plan
SOM Faculty Compensation Plan
Faculty Appointment and Tenure/Promotion Guidelines