



University of Colorado Anschutz Medical Campus

Department of Immunology & Microbiology

The **Department of Immunology and Microbiology Equity Policy** statement represents our commitment to a balanced composition in all Departmental groups and committees.

1) Balance in Committee Composition Committees will aim to represent all within the Department including gender, racial, and ethnic distribution, with the aim to achieve representation in line with our campus and community. Committees will strive for a balanced representation from groups under-represented in academic medicine, while also avoiding over-taxing these individuals within our limited pool of potential under-represented members. Committees will include a student or post-doctoral trainee as relevant and appropriate. All faculty and all standing committee members will complete mandatory equity training and advocacy through the online CU SOM trainings, and we will strongly encourage each individual to continue to seek additional training opportunities throughout the academic year.

2) Communication and Transparency This policy will be posted on the department website and circulated to all committee chairs. Departmental policies will comply with CU Anschutz institutional policies on equity and inclusion practices (<https://www.cuanschutz.edu/offices/diversity-equity-inclusion-community/resources/policies>). Standing and new committee composition will be reviewed yearly. Posted information for Department-level committees will include contact information for the Chair / Co-Chairs, committee composition, and duration of committee member service (year and term).

3) Implementation

- a. Each Committee Chair will act as the Equity Advocate or will name an individual from the committee to act as the Equity Advocate. The Equity Advocate is responsible for raising and reviewing the makeup of the committee and any attendant plans/activities/events. Where balanced representation is not available, the Committee may seek to i) expand the committee, ii) seek ad hoc members or consultants from an appropriate underrepresented group outside the Department, and iii) reassign members to achieve balance.
- b. Every effort will be made to arrange for committee meetings at times that will not disadvantage or preclude the participation of people with primary caregiving responsibilities or who are working part-time.
- c. The Committee Chair and/or Equity Advocate on each committee will conduct an annual scan of committee membership and will be reviewed by the Department Chair and Vice-chair.
- d. Members will complete all SOM relevant trainings as required, and forward completion certificates to the committee Chair within 6 months of initial appointment to the committee. Committee chairs will complete a yearly compliance checklist to track progress and compliance with the stated policy.

4) Search Committees

- a. All search committee members, including the Chair / Co-Chair(s), will make use of the Basic Science Hiring Rubric and will make use of relevant trainings, including Hiring Rubric Training Modules, or others, as specified by University of Colorado rules.

- b. Committee will review and discuss Department goals for the search to create a clear and equitable job description, evaluate applications based on predetermined criteria, and make use of a standard list of interview questions. Committee will post job advertisements to reach a broad range of candidates.
- c. Job description and application materials will clearly describe required components and metrics for excellence for each application component.
- d. A report of the entire process, with a focus on how applicants were invited and selected, will be generated and submitted for review by the Department Chair and Vice-chair. This report will include a written statement of justification if no finalist is a candidate from an under-represented group. The committee chair will document the process used to identify candidates.

**As of October 2024, the Immunology and Microbiology Department faculty includes 55% women and 14% URM. Additional updates will be posted as available. **URM (under-represented minorities in medicine) are those under-represented in science and medicine as defined by the National Science Foundation.*

Draft Policy as of November 2024