

**EXTERNAL COMMUNICATION AND RECRUITMENT STRATEGIES**  
**Section 46a-68-80**

This section was found to be in compliance in the previous filing with the following proposal/recommendation from the CHRO Reviewer:

“In future filings, submit only the SBE/MBE quarterly reports that are required by the Contract Compliance Statute.”

**Action:** The Affirmative Action Specialist is in full agreement with the recommendation and will in all future filings only provide the SBE/MBE quarterly reports that are required by the Contract Compliance Statute.

The Contract Compliance Small and Minority Business Utilization reports immediately follow this narrative.

**Subsection (a)**

UConn Health has developed means of recruiting goal candidates for current positions.

- 1) During this Plan year, UConn Health continued to evaluate and modify its recruitment and hiring procedures. This was done in recognition that many of its affirmative action goals can only be realized if the selection procedure successfully supports the institution’s efforts to hire and promote affirmatively. The employment application process and the required forms are identified on the Human Resources (HR) [website](#).

The Human Resources Talent Acquisition Unit works with hiring managers to ensure the best strategies for recruitment are utilized to achieve a more diverse workforce. All efforts to recruit qualified goal applicants are documented by Human Resources in the iGreentree system and are reviewed prior to any offer of employment to ensure that good faith efforts have been made in the recruitment process.

- 2) All job openings are posted on the UConn Health’s [website](#); printed copies are posted on various bulletin boards and e-mailed to the collective bargaining units by the Human Resources Department. Walk-in applicants can use a computer in the HR reception area to access the website to view and apply for open positions. Both the online and printed postings have a description of the vacancy, minimum education and experience requirements and the beginning salary level. Human Resources website also provides a link to the Department of Administrative Services (DAS) state employment page.

- 3) The Human Resources department receives numerous phone calls daily regarding employment in all areas of UConn Health. All HR staff has the knowledge and ability to provide information to callers regarding how to apply for positions at UConn Health as well as other state agencies.
- 4) All Faculty and Director and above positions are required to have formal search committees and to develop detailed strategies for the recruitment of qualified goal applicants. Some of these strategies included identifying networking activities such as national meetings and contacting colleagues at other institutions to identify candidates interested in UConn Health positions. A resource web page is located on the OIE website to provide search committees with information about search committee responsibilities for recruitment, evaluation, candidate recommendation, affirmative action and equal employment opportunity requirements. **Exhibit # 1**

### **Subsection (b)**

The University has put itself on public record as an Affirmative Action and Equal Employment Opportunity Employer. Consistent with that posture:

- 1) Written expression of UConn Health's commitment to affirmative action and notice of job availability are sent regularly to recruiting sources and organizations, which are capable of referring qualified applicants for employment. All job postings and advertisements include a statement that UConn Health is an Equal Employment Opportunity/Affirmative Action Employer. The statement is also included on job postings on the website where applicants apply for current positions. **Exhibit # 2**
- 2) Notice that UConn Health is an affirmative action and equal employment opportunity employer was sent to all unions that represent agency employees for collective bargaining purposes. This notice, sent to the contacts at the bargaining units represented at UConn Health, contained an invitation to review and comment upon UConn Health's Affirmative Action Plan and copies of all affirmative action/equal employment related policies. A sample along with the list of unions is included in **Exhibit # 3**.

### **Subsection (c)**

UConn Health initiates and undertakes vigorous, positive relationship-building activities to ensure that affirmative action is more than a paper commitment. UConn Health has worked to secure ongoing relationships and develop additional recruiting sources while cultivating outreach recruitment programs and maintaining contact with protected class members and resource agencies. Consistent with that effort:

- 1) UConn Health's recruitment activities included posting ads via social media, postings ads at conferences; utilizing member-directed networks and affinity groups; occupational related magazines, professional journals, publications and web pages of associations. **Exhibit # 4** includes a list of recruitment sources that were utilized and samples of the advertisements.
- 2) UConn Health actively encouraged search committees to engage in proactive and non-traditional recruiting to target goal applicants. Specifically, search committees are encouraged to recruit amongst existing professional networks as well as research new recruiting sources they may not have traditionally considered. A high emphasis is placed on direct professional networking and recruiting of promising applicants, particularly those from goal applicant populations. Hiring managers are asked about their contacts, membership with professional organizations, organizations addressing women's issues, minority group issues, or any other related organizations in an effort to broaden UConn Health's recruitment sources.
- 3) UConn Health's Office of Health Career Opportunity Programs' top priority for the Schools of Medicine and Dental Medicine is to recruit and retain students from diverse groups who are underrepresented in American health care professions. The Office actively recruits underrepresented medical and dental students and supports those who are enrolled throughout the academic year. This program continues to be a source of applicants for vacancies at UConn Health. For information concerning the program, please see **Exhibit # 5**.

During the Affirmative Action Plan reporting period, the UConn Health successfully achieved a number of its goals in many of the categories/classifications, thereby upholding its commitment toward achieving parity in the workforce. UConn Health supports affirmative action and diversity in the workplace and actively seeks applicants from all sectors of the population, and takes seriously the commitment to develop a workforce that reflects the diversity of the client population it serves.

2018 Small and Minority Business Enterprise  
Goal Achievement Annual Report

DEPARTMENT OF ADMINISTRATIVE SERVICES  
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 9/30/2017 Fiscal Year Period 2018

ENTER THIS QTR- 1ST

Agency Name: UConn Health Agency Number: 7301  
 Prepared by: Veronica Cook E-mail: veronica.cook@uconn.edu  
 Address:

Tel. # - 860-486-0990

*Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to DAS, # 25, STATEHOUSE ST., HARTFORD, CT 06106*

- 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET  
 Page 1 (Summary Page) From The Annual Goals Calculations Report
- 2) Amount Available for Small/Minority Business Program  
 after DAS APPROVED DEDUCTIONS/EXEMPTIONS
- 3) 26% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)
- 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 49,632,990.86	32,878	\$ 49,632,990.86	32,878
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 665,367.89	474	\$ 665,367.89	474

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (NI)			\$ -	0
B) Asian (A)			\$ -	0
C) Black (B)	\$8,292.00	7	\$ 8,292.00	7
D) Disabled Individual (DI)			\$ -	0
E) Hispanic (H)			\$ -	0
F) Iberian Peninsula (I)			\$ -	0
G) Disabled American Indian (DNI)			\$ -	0
H) Disabled Asian American (DA)			\$ -	0
I) Disabled Black American (DB)			\$ -	0
J) Disabled Hispanic American (DHI)			\$ -	0
K) Disabled Iberian Peninsula American (DIP)			\$ -	0
L) Woman (W)	\$239,349.39	491	\$ 239,349.39	491
M) Woman American Indian (NWI)			\$ -	0
N) Woman Asian (AW)			\$ -	0
O) Woman Black (BW)	\$ 540.00	2	\$ 540.00	2
P) Woman Disabled (DW)			\$ -	0
Q) Woman Hispanic (HW)			\$ -	0
R) Woman Iberian Peninsula (IW)	\$910.36	5	\$ 910.36	5
S) Disabled American Indian Woman (DNWI)			\$ -	0
T) Disabled Asian American Woman (DAW)			\$ -	0
U) Disabled Black American Woman (DBW)			\$ -	0
V) Disabled Hispanic American Woman (DHW)			\$ -	0
W) Disabled Iberian Peninsula American Woman (DIPW)			\$ -	0
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -	0	\$ -	0
WBE TOTAL (Lines L - W)	\$240,799.74	498	\$ 240,799.74	498
MBE TOTAL (Lines A - W)	\$ 249,091.74	606	\$ 249,091.74	606

DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 2018  
 SUPPLIER DIVERSITY PROGRAM Back-Up Sheets require Totals for each MBE Category

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period **9/30/2017**

ENTER THIS QTR- **1ST**

Agency Name: **UConn Health** Agency Number: **7301**  
 Prepared by: **Veronica F. Cook** E-mail: **veronica.cook@uconn.edu**  
 Address:

Tel. # - **860-486-0890**

**1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET**  
 Page 1 (Summary Page) From The Annual Goals Calculations Report

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
<b>2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors.</b>	<b>\$523,614.46</b>	<b>167</b>	<b>\$523,614.46</b>	<b>167</b>
<b>Combined TOTALS OF SBE AND MBE EXPENDITURES</b>				

**3) Total Agency FY Capital Improvements Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.**

PLEASE CATEGORIZE:

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
A) American Indian (NI)				
B) Asian (A)	<b>\$1,576.00</b>	<b>1</b>	<b>\$1,576.00</b>	<b>1</b>
C) Black (B)				
D) Disabled Individual (DI)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DNI)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DHI)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	<b>\$58,152.52</b>	<b>15</b>	<b>\$58,152.52</b>	<b>15</b>
M) Woman American Indian (NWI)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)	<b>\$22,950.00</b>	<b>3</b>	<b>\$22,950.00</b>	<b>3</b>
R) Woman Iberian Peninsula (WI)				
S) Disabled American Indian Woman (DNWI)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DWI)				
<b>DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, &amp; W)</b>	<b>\$0.00</b>	<b>0</b>		
<b>WBE TOTAL (Lines L - W)</b>	<b>\$81,102.52</b>	<b>18</b>	<b>\$81,102.52</b>	<b>18</b>
<b>MBE TOTAL (Lines A - W)</b>	<b>\$82,678.52</b>	<b>19</b>	<b>\$82,678.52</b>	<b>19</b>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 12/31/2017 Fiscal Year Period 2018

ENTER THIS QTR- 2ND

Agency Name: UConn Health Agency Number: 7301  
 Prepared by: Veronica Cook E-mail: veronica.cook@uconn.edu  
 Address:

Tel. # - 860-486-0990

*Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to DPMO, 675 BRIDGEWAY ST., Storford CT 06268*

- 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET  
 Page 1 (Summary Page) From The Annual Goals Calculations Report
- 2) Amount Available for Small/Minority Business Program  
 after DAS APPROVED DEDUCTIONS/EXEMPTIONS
- 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)
- 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 89,629,629.79	37,164	\$ 139,162,620.65	70,042
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 766,320.69	984	\$ 1,331,688.48	1,468

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (NI)			\$ -	0
B) Asian (A)			\$ -	0
C) Black (B)	\$ -	0	\$ 8,292.00	7
D) Disabled Individual (DI)			\$ -	0
E) Hispanic (H)			\$ -	0
F) Iberian Peninsula (I)			\$ -	0
G) Disabled American Indian (DNI)			\$ -	0
H) Disabled Asian American (DA)			\$ -	0
I) Disabled Black American (DB)			\$ -	0
J) Disabled Hispanic American (DHI)			\$ -	0
K) Disabled Iberian Peninsula American (DI)			\$ -	0
L) Woman (W)	\$ 271,217.72	521	\$ 610,567.11	1,012
M) Woman American Indian (NWI)			\$ -	0
N) Woman Asian (AW)			\$ -	0
O) Woman Black (BW)	\$ 1,840.00	5	\$ 2,380.00	7
P) Woman Disabled (DW)			\$ -	0
Q) Woman Hispanic (HW)	\$ 296.98	2	\$ 296.98	2
R) Woman Iberian Peninsula (IW)	\$ 4,953.97	15	\$ 5,864.32	20
S) Disabled American Indian Woman (DNIW)			\$ -	0
T) Disabled Asian American Woman (DAW)			\$ -	0
U) Disabled Black American Woman (DBW)			\$ -	0
V) Disabled Hispanic American Woman (DHIW)			\$ -	0
W) Disabled Iberian Peninsula American Woman (DIW)			\$ -	0
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ -	0	\$ -	0
WBE TOTAL (Lines L - W)	\$ 278,307.67	543	\$ 619,107.41	1,041
MBE TOTAL (Lines A - W)	\$ 278,307.67	543	\$ 627,399.41	1,048

DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 2018  
 SUPPLIER DIVERSITY PROGRAM Back-Up Sheets require Totals for each MBE Category

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures  
 Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period **12/31/2017**

ENTER THIS QTR- **2nd**

Agency Name: **UConn Health** Agency Number: **7301**  
 Prepared by: **Veronica F. Cook** E-mail: **veronica.cook@uconn.edu**  
 Address:

Tel. # - **860-486-0990**

**1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET**  
 Page 1 (Summary Page) From The Annual Goals Calculations Report

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
<b>2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors.</b>	<b>\$535,051.79</b>	<b>196</b>	<b>\$1,058,866.25</b>	<b>363</b>
<b>Combined TOTALS OF SBE AND MBE EXPENDITURES</b>				

**3) Total Agency FY Capital Improvements Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.**  
 PLEASE CATEGORIZE:

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
A) American Indian (N)			\$0.00	0
B) Asian (A)	\$753.75	1	\$2,329.75	2
C) Black (B)			\$0.00	0
D) Disabled Individual (D)			\$0.00	0
E) Hispanic (H)			\$0.00	0
F) Iberian Peninsula (I)			\$0.00	0
G) Disabled American Indian (DN)			\$0.00	0
H) Disabled Asian American (DA)			\$0.00	0
I) Disabled Black American (DB)			\$0.00	0
J) Disabled Hispanic American (DH)			\$0.00	0
K) Disabled Iberian Peninsula American (DI)			\$0.00	0
L) Woman (W)	\$190,731.67	31	\$248,884.19	46
M) Woman American Indian (NW)			\$0.00	0
N) Woman Asian (AW)			\$0.00	0
O) Woman Black (BW)			\$0.00	0
P) Woman Disabled (DW)			\$0.00	0
Q) Woman Hispanic (HW)	\$3,800.00	1	\$26,750.00	4
R) Woman Iberian Peninsula (IW)			\$0.00	0
S) Disabled American Indian Woman (DNW)			\$0.00	0
T) Disabled Asian American Woman (DAW)			\$0.00	0
U) Disabled Black American Woman (DBW)			\$0.00	0
V) Disabled Hispanic American Woman (DHW)			\$0.00	0
W) Disabled Iberian Peninsula American Woman (DIW)			\$0.00	0
<b>DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, &amp; W)</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>
<b>WBE TOTAL (Lines L - W)</b>	<b>\$194,531.67</b>	<b>32</b>	<b>\$275,634.19</b>	<b>50</b>
<b>MBE TOTAL (Lines A - W)</b>	<b>\$195,285.42</b>	<b>33</b>	<b>\$277,963.94</b>	<b>52</b>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 3/31/2018 Fiscal Year Period 2018

ENTER THIS QTR- 3RD

Agency Name: UConn Health Agency Number: 7301  
 Prepared by: Veronica Cook E-mail: veronica.cook@uconn.edu  
 Address:

Tel. # - 860-486-0990

*Please Submit a copy of this form, and Back-Up Sheets via InterOffice Mail to DAPM 1175 SHREVEE LST, Storrs CT 06269*

- 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET  
 Page 1 (Summary Page) From The Annual Goals Calculations Report
- 2) Amount Available for Small/Minority Business Program  
 after DAS APPROVED DEDUCTIONS/EXEMPTIONS
- 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)
- 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 103,806,014.00	38,082	\$ 242,767,634.66	108,124

6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 844,612.21	1,208	\$ 2,176,300.69	2,666
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7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (AI)			\$ -	0
B) Asian (A)			\$ -	0
C) Black (B)	\$ 250.00	1	\$ 8,542.00	8
D) Disabled Individual (DI)			\$ -	0
E) Hispanic (H)			\$ -	0
F) Iberian Peninsula (I)			\$ -	0
G) Disabled American Indian (DAI)			\$ -	0
H) Disabled Asian American (DAAA)			\$ -	0
I) Disabled Black American (DBA)			\$ -	0
J) Disabled Hispanic American (DHA)			\$ -	0
K) Disabled Iberian Peninsula American (DIPA)			\$ -	0
L) Woman (W)	\$ 231,116.01	467	\$ 741,683.12	1,479
M) Woman American Indian (WAI)			\$ -	0
N) Woman Asian (WAI)			\$ -	0
O) Woman Black (WB)	\$ -	0	\$ 2,380.00	7
P) Woman Disabled (WD)			\$ -	0
Q) Woman Hispanic (WH)	\$ 924.86	4	\$ 1,220.84	6
R) Woman Iberian Peninsula (WI)	\$ 1,444.40	5	\$ 7,308.72	25
S) Disabled American Indian Woman (DAIW)			\$ -	0
T) Disabled Asian American Woman (DAAW)			\$ -	0
U) Disabled Black American Woman (DBAW)			\$ -	0
V) Disabled Hispanic American Woman (DHAW)			\$ -	0
W) Disabled Iberian Peninsula American Woman (DIPAW)			\$ -	0
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ -	0	\$ -	0
WBE TOTAL (Lines L - W)	\$ 233,485.27	476	\$ 762,692.68	1,617
MBE TOTAL (Lines A - W)	\$ 233,735.27	477	\$ 761,134.68	1,625

DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 2018  
 SUPPLIER DIVERSITY PROGRAM Back-Up Sheets require Totals for each MBE Category

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures  
 Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106

Fiscal Year Quarter 1ST / 2ND / 3RD / 4TH Fiscal Year Period 3/31/2018

ENTER THIS QTR- 3rd

Agency Name: UConn Health Agency Number: 7301  
 Prepared by: Veronica F. Cook E-mail: veronica.cook@uconn.edu  
 Address:

Tel. # - 860-486-0990

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET  
 Page 1 (Summary Page) From The Annual Goals Calculations Report

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$998,629.85	202	\$2,057,296.10	565

3) Total Agency FY Capital Improvements Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.  
 PLEASE CATEGORIZE:

A) American Indian (N)			\$0.00	0
B) Asian (A)	\$18,284.00	4	\$20,613.75	6
C) Black (B)			\$0.00	0
D) Disabled Individual (D)			\$0.00	0
E) Hispanic (H)			\$0.00	0
F) Iberian Peninsula (I)			\$0.00	0
G) Disabled American Indian (DN)			\$0.00	0
H) Disabled Asian American (DA)			\$0.00	0
I) Disabled Black American (DB)			\$0.00	0
J) Disabled Hispanic American (DH)			\$0.00	0
K) Disabled Iberian Peninsula American (DI)			\$0.00	0
L) Woman (W)	\$427,305.92	112	\$676,190.11	158
M) Woman American Indian (NW)			\$0.00	0
N) Woman Asian (AW)			\$0.00	0
O) Woman Black (BW)			\$0.00	0
P) Woman Disabled (DW)			\$0.00	0
Q) Woman Hispanic (HW)	\$0.00	0	\$26,750.00	4
R) Woman Iberian Peninsula (IW)			\$0.00	0
S) Disabled American Indian Woman (DNW)			\$0.00	0
T) Disabled Asian American Woman (DAW)			\$0.00	0
U) Disabled Black American Woman (DBW)			\$0.00	0
V) Disabled Hispanic American Woman (DHW)			\$0.00	0
W) Disabled Iberian Peninsula American Woman (DIW)			\$0.00	0
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$0.00	0	\$0.00	0
WBE TOTAL (Lines L - W)	\$427,305.92	112	\$702,940.11	162
MBE TOTAL (Lines A - W)	\$445,589.92	116	\$723,553.86	168

DEPARTMENT OF ADMINISTRATIVE SERVICES  
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 6/30/2018 Fiscal Year Period 2018

ENTER THIS QTR- 4TH

Agency Name: UConn Health Agency Number: 7301  
 Prepared by: Veronica Cook E-mail: veronica.cook@uconn.edu  
 Address: \_\_\_\_\_

Tel. # - 860-486-0990

*Please Submit a copy of this form, and Back-Up Sheets via InterOffice Mail to CHM # 75, 2000Pavilion St, Storford, CT 06268*

- 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET  
 Page 1 (Summary Page) From The Annual Goals Calculations Report
- 2) Amount Available for Small/Minority Business Program  
 after DAS APPROVED DEDUCTIONS/EXEMPTIONS
- 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)
- 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 97,089,768.66	40,266	\$ 339,867,293.20	148,380
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 1,967,136.17	1,578	\$ 4,143,436.66	4,244

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
PLEASE CATEGORIZE:				
A) American Indian (AI)			\$ -	0
B) Asian (A)			\$ -	0
C) Black (B)	\$ 13,736.60	6	\$ 22,278.50	13
D) Disabled Individual (D)			\$ -	0
E) Hispanic (H)			\$ -	0
F) Iberian Peninsula (I)			\$ -	0
G) Disabled American Indian (DAI)			\$ -	0
H) Disabled Asian American (DA)			\$ -	0
I) Disabled Black American (DB)			\$ -	0
J) Disabled Hispanic American (DHA)			\$ -	0
K) Disabled Iberian Peninsula American (DIP)			\$ -	0
L) Woman (W)	\$384,337.88	404	\$ 1,128,021.00	1,883
M) Woman American Indian (MAI)			\$ -	0
N) Woman Asian (AW)			\$ -	0
O) Woman Black (BW)	\$ -	0	\$ 2,380.00	7
P) Woman Disabled (DW)			\$ -	0
Q) Woman Hispanic (HW)	\$0.00	0	\$ 1,220.84	6
R) Woman Iberian Peninsula (RW)	\$0.00	0	\$ 7,308.72	25
S) Disabled American Indian Woman (DAIW)			\$ -	0
T) Disabled Asian American Woman (DAW)			\$ -	0
U) Disabled Black American Woman (DBW)			\$ -	0
V) Disabled Hispanic American Woman (DHW)			\$ -	0
W) Disabled Iberian Peninsula American Woman (DIW)			\$ -	0
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ -	0	\$ -	0
WBE TOTAL (Lines L - W)	\$384,337.88	404	\$ 1,136,930.66	1,921
MBE TOTAL (Lines A - W)	\$ 398,074.38	409	\$ 1,169,209.06	1,934

DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 2018  
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period **6/30/2018**

ENTER THIS QTR- 4th

Agency Name: **UConn Health** Agency Number: **7301**  
 Prepared by: **Veronica F. Cook** E-mail: **veronica.cook@uconn.edu**  
 Address:

Tel. # - **860-486-0990**

**1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET**  
 Page 1 (Summary Page) From The Annual Goals Calculations Report

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
<b>2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors.</b>	<b>\$473,766.02</b>	<b>217</b>	<b>\$2,531,062.12</b>	<b>782</b>
<b>Combined TOTALS OF SBE AND MBE EXPENDITURES</b>				

**3) Total Agency FY Capital Improvements Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.**  
 PLEASE CATEGORIZE:

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
A) American Indian (N)			\$0.00	0
B) Asian (A)	\$0.00	0	\$20,613.75	6
C) Black (B)			\$0.00	0
D) Disabled Individual (D)			\$0.00	0
E) Hispanic (H)			\$0.00	0
F) Iberian Peninsula (I)			\$0.00	0
G) Disabled American Indian (DN)			\$0.00	0
H) Disabled Asian American (DA)			\$0.00	0
I) Disabled Black American (DB)			\$0.00	0
J) Disabled Hispanic American (DH)			\$0.00	0
K) Disabled Iberian Peninsula American (DI)			\$0.00	0
L) Woman (W)	\$197,352.50	61	\$873,542.61	219
M) Woman American Indian (NW)			\$0.00	0
N) Woman Asian (AW)			\$0.00	0
O) Woman Black (BW)			\$0.00	0
P) Woman Disabled (DW)			\$0.00	0
Q) Woman Hispanic (HW)	\$0.00	0	\$26,750.00	4
R) Woman Iberian Peninsula (IW)			\$0.00	0
S) Disabled American Indian Woman (DNW)			\$0.00	0
T) Disabled Asian American Woman (DAW)			\$0.00	0
U) Disabled Black American Woman (DBW)			\$0.00	0
V) Disabled Hispanic American Woman (DHW)			\$0.00	0
W) Disabled Iberian Peninsula American Woman (DIW)			\$0.00	0
<b>DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, &amp; W)</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>
<b>WBE TOTAL (Lines L - W)</b>	<b>\$197,352.50</b>	<b>61</b>	<b>\$900,292.61</b>	<b>223</b>
<b>MBE TOTAL (Lines A - W)</b>	<b>\$197,352.50</b>	<b>61</b>	<b>\$920,906.36</b>	<b>229</b>

## **Guidelines for Search Committees**

Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment by UConn Health. Search committee members are often the first employees that a candidate will meet. Each member has an opportunity to represent UConn Health as a diverse and welcoming community while carrying out the search in accordance with University policies and procedures.

At any point in the process, the [Office of Institutional Equity](#) (OIE) is available for consultation, to answer questions and discuss specific situations, and offer recommendations and search committee training. Please contact OIE's Search Compliance Team at 860-679-3563, for any assistance you may need.

### **Composition of the Search Committee**

The hiring manager may appoint either the search committee chair who is charged with selecting the committee members, or both the chair and the remaining members of the committee. The structure of search committees will vary among departments, offices, schools and colleges, depending upon the position to be filled. The composition of a search committee is key to a broad and inclusive search and the committee should:

- Include individuals with different backgrounds, perspectives, and expertise.
- Include individuals with knowledge of the substantive area and the technical expertise to effectively evaluate candidates' qualifications.
- Represent a diverse cross section of the University population, including members with a demonstrated commitment to diversity.
- Include appropriate stakeholders such as peers of the new hire, supervisors, and those with similar positions.

### **Committee Membership**

A search committee member cannot serve on a search committee when he/she is also an applicant for the position. In the event that a search committee member is well acquainted with or has a conflict of interest regarding an applicant, the member must:

- Notify the search chair and the committee of the nature of the relationship; and
- Recuse him/herself from the entire committee if unable to perform an objective and equitable review of all candidates; or
- Recuse him/herself from the evaluation and interview of only the known applicant, with the agreement of the chair and committee

Any questions regarding specific conflict situations should be directed to OIE for further guidance.

## **Committee Responsibilities**

A search committee is responsible for writing the job description and qualifications, recruiting for the position, evaluating applicants, participating in the interview process, and recommending finalists. Members should be available to participate fully and consistently in the entire process and to perform duties as assigned by the search chair.

## **Confidentiality**

Members of a search committee need to maintain a strict level of confidentiality to protect the privacy of the candidates and to preserve the integrity of the search process. It is each committee member's responsibility not to discuss any details of the search with non-committee members. All public comments should be made exclusively by the search chair, in consultation with University Communications.

Written and electronic documentation pertaining to any given search may be subject to public record requests (Freedom of Information Act - FOIA) by candidates or other individuals. Requests may encompass committee member notes and e-mails. It is important to be mindful of the possibility of FOIA requests during the search process. Inquiries related to FOIA by candidates or committee members should be directed to the [Office of Audit, Compliance, and Ethics](#) at 860-679-4180.

## **Recruitment**

Search committees are responsible for fulfilling UConn Health's requirement to demonstrate "good faith efforts" to diversify the applicant pool by proactively and aggressively recruiting for all open positions. A recruitment plan should include strategies for attracting a diverse and qualified pool of applicants. All search committee members should be actively engaged in executing the recruitment plan, including utilizing professional contacts, engaging in formal and informal networking, utilizing non-traditional advertising such as listservs and on-line publications, discussing the position among members of relevant membership in professional organizations, and attending conferences.

Search committee members also should be aware of [recruitment goals](#) for the position in order to determine recruitment strategies and sources to attract applicants from these under-represented race and gender groups. Please bear in mind that the goals are for *recruitment* of a diverse applicant pool but play no role in candidate *selection*.

All recruitment efforts need to be documented and provided to the search administrator.

## Applicant Evaluation

Committee members may only use the published [minimum and preferred qualifications](#) for the position in evaluating application materials. Members should discuss and agree on the criteria to be used in evaluating each qualification prior to reviewing application materials. All applicants must be [objectively screened](#) against the same criteria.

While there is no standard screening method, a search [matrix](#) can be a useful tool in objectively assessing applicants' qualifications. Matrices can be as simple or complex as the committee members deem necessary to effectively evaluate the applicants.

There is no rule regarding the number of candidates a search committee must interview. Only candidates meeting or exceeding minimum qualifications should be ranked "Interview". Interview candidates must be selected without regard to race or gender – again recruitment goals are in reference to the diversity of the candidate pool but play no role in candidate *selection*.

## Unconscious Bias and Assumptions in Candidate Evaluation<sup>1</sup>

The evaluation of applicants should be objective and equitable, based solely on the qualifications in the job description/advertisement and the quality of the application materials. Research in this area has demonstrated that every person brings a lifetime of experience and cultural history that shapes their perspectives as related to candidate selection.

Good practices to counterbalance the effects of inherent bias include:

- Learning about research [on biases and assumptions](#) and striving to minimize their influence on the evaluation of candidates.
- Developing criteria for evaluating candidates and applying them consistently to all applicants
- Spending sufficient time evaluating each applicant
- Evaluating each candidate's entire application and not depending too heavily on only one element, such as the prestige of the degree-granting institution or post-doctoral program or the letters of recommendation.
- Explaining the decision for rejecting or retaining a candidate based on evidence in the candidate's file as related to the qualifications
- Periodically evaluating the committee's decisions to consider whether qualified women and underrepresented groups are included and whether evaluation biases and assumptions are influencing decisions.

The following links provide more information related to inherent bias:

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<sup>1</sup> [Based on Searching for Excellence & Diversity: A Guide for Search Committee Chairs, a guide developed by the Women in Science & Engineering Leadership Institute \(WISELI\) at the University of Wisconsin Madison.](#)

[http://wiseli.engr.wisc.edu/docs/BiasBrochure\\_2ndEd.pdf](http://wiseli.engr.wisc.edu/docs/BiasBrochure_2ndEd.pdf)  
[http://wiseli.engr.wisc.edu/docs/Present\\_HERC\\_2011.pdf](http://wiseli.engr.wisc.edu/docs/Present_HERC_2011.pdf)  
<http://www.nber.org/digest/sep03/w9873.html>  
<http://www.nber.org/papers/w9873>

## **Interviews**

Before inviting candidates for interview, all appropriate documentation regarding initial candidate rankings must be completed. The committee may go through as many rounds of interviews as necessary to identify the selected candidate. It is important, however, to be consistent during the interview rounds. For example, if your first round of interviews is conducted via telephone or Skype, conduct all interviews via telephone or Skype regardless of the geography of any given candidate, (yes, even if one of your candidates is in state or on campus). After the first round, if you move to on-campus interviews, interview every candidate on campus.

All members of the committee should participate in all interviews to ensure fair and consistent evaluation of each applicant. Prior to conducting any interview, all search committee members should discuss the objective(s) of the interview, the main topics or areas to be covered during the interview, and the itinerary and arrangements for each candidate. Interview questions must be related to the job and essential to determining the candidate's qualifications for the position.

Committees should develop a core set of questions for all applicants that will elicit sufficient information to make an evaluation of the candidates' qualifications and allow an equitable comparison of the candidates. To ensure equity, the interview experience should be consistent, providing the same opportunities to each candidate.

In addition, committee members should review the [Interview Question Guidelines](#) to be aware of questions that are unlawful and should not be asked during the interview. Everyone participating in the interview process should be made aware of inappropriate topics and questions. Also, please bear in mind that the same questions that are inappropriate or unlawful during a formal interview are also inappropriate and unlawful in a social or informal setting with an applicant.

## **Recommendation of Final Candidates**

Once the interviewing stage has been completed, the committee should identify the candidate(s) to be recommended to the hiring manager for hire. Depending on the charge given to the committee, the recommendation may be a ranked or unranked list with an explanation of the candidates' strengths and weaknesses as related to the qualifications of the position.

Candidates that are unsuccessful should be notified of their non-selection as soon as a firm decision has been made about their status, even if the search process is still underway. Finalists not chosen should be notified as soon as possible after an offer has been officially accepted by a higher-ranked finalist. Please click for [sample decline letters](#).

The Office of Institutional Equity, in conjunction with the Office of Diversity and Inclusion, has recently updated search committee training. Training workshops now include AA/EEO compliance information, search process steps, and overcoming implicit bias in the search and hire process. Please see OIE's [website](#) for training dates and registration instructions.



## Guidelines for Interview Questions

Area of Inquiry	Allowed	Not Permitted
<b>Address/Duration at Address</b>	<ul style="list-style-type: none"> <li>Place and length of current and previous address</li> </ul>	<ul style="list-style-type: none"> <li>Names and relationships of persons with whom the applicant resides</li> <li>Inquiries about foreign addresses</li> <li>Home ownership</li> </ul>
<b>Affiliations</b>	<ul style="list-style-type: none"> <li>Professional or trade groups/associations membership</li> <li>Positions held in professional organizations</li> </ul>	<ul style="list-style-type: none"> <li>Social, ethnic, religious organization/group membership</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>Proof of age (<i>after hire only</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Age or age group</li> <li>Birth certificate (prior to hire)</li> <li>Birthdate</li> <li>Graduation dates</li> </ul>
<b>Citizenship</b>	<ul style="list-style-type: none"> <li>Eligibility to work in the U.S.</li> <li>If asked, must be asked of all applicants</li> </ul>	<ul style="list-style-type: none"> <li>Citizenship, U.S or other country</li> <li>If native born or naturalized</li> <li>If parent or spouse is native born or naturalized</li> <li>Date of citizenship</li> <li>Proof of citizenship prior to hire</li> </ul>
<b>Credit Rating</b>	<ul style="list-style-type: none"> <li><b>No questions can be asked</b></li> </ul>	<ul style="list-style-type: none"> <li>Credit ratings or scores</li> <li>Financial/economic status and history</li> </ul>
<b>Criminal Record</b>	<ul style="list-style-type: none"> <li>Convictions or imprisonment for crimes that are related to job duties</li> </ul>	<ul style="list-style-type: none"> <li>Arrests (without convictions)</li> </ul>
<b>Disability</b>	<ul style="list-style-type: none"> <li>Whether a candidate could perform essential job functions</li> </ul>	<ul style="list-style-type: none"> <li>Medical conditions including mental health, current and previous</li> <li>Prescription drugs</li> <li>History of rehab or addiction</li> <li>Worker's compensation claims</li> <li>Weight and height</li> <li>Need for an accommodation prior to making a job offer</li> </ul>
<b>Gender</b>	<ul style="list-style-type: none"> <li><b>No questions can be asked</b></li> </ul>	<ul style="list-style-type: none"> <li>Gender/gender identity of applicant</li> <li>Physical requirements for position</li> </ul>
<b>Marital and Family Status</b>	<ul style="list-style-type: none"> <li>Availability for anticipated work schedules</li> <li>Offer information on University/community resources</li> <li>If asked, must be asked of all applicants</li> </ul>	<ul style="list-style-type: none"> <li>Marital status, maiden name, and name of spouse/partner</li> <li>Number and age of children or childcare arrangements</li> <li>Pregnancy and future plans to have children</li> <li>Living arrangements</li> </ul>
<b>Military Service</b>	<ul style="list-style-type: none"> <li>Service in the U.S. military</li> <li>Branch of service and rank</li> </ul>	<ul style="list-style-type: none"> <li>Military records</li> <li>Military service in other countries</li> <li>Type of discharge</li> </ul>

## Guidelines for Interview Questions

Area of Inquiry	Allowed	Not Permitted
<b>National Origin</b>	<ul style="list-style-type: none"> <li>• Languages candidate reads or writes</li> </ul>	<ul style="list-style-type: none"> <li>• Place of birth or citizenship</li> <li>• Parental heritage</li> <li>• Ethnic club/organization affiliation</li> <li>• Native language/how language was acquired</li> </ul>
<b>Race</b>	<ul style="list-style-type: none"> <li>• <b>No questions can be asked</b></li> </ul>	<ul style="list-style-type: none"> <li>• Questions related to race or color of skin, eyes or hair</li> </ul>
<b>Religion</b>	<ul style="list-style-type: none"> <li>• Anticipated work schedules of all employees</li> <li>• If asked, must be asked of all applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Religious denomination, affiliations, or organizations/societies</li> <li>• Religious beliefs, practices, celebrations, holidays or customs</li> <li>• Church/place of worship attendance</li> <li>• Requirements for working on religious holidays</li> </ul>
<b>Sexual Orientation</b>	<ul style="list-style-type: none"> <li>• <b>No questions can be asked</b></li> </ul>	<ul style="list-style-type: none"> <li>• Spouse/partner, heterosexual or homosexual</li> <li>• Gender identity</li> </ul>

[Title VII of the Civil Rights Act of 1964](#), [Connecticut law](#) (including the Connecticut Fair Employment Practices Act), and [University policy](#) prohibit discrimination against employment applicants on the basis of their protected characteristics. In particular, applicants may not be excluded from employment on the basis of race, color, ethnicity, religious creed, age, sexual orientation, gender identity, marital status, mental or physical disabilities, national origin or ancestry. This guidance provides rules designed to avoid inquiries that could be construed as discriminatory.

**Address/Duration at Address:**

You may not ask questions about a foreign address that may reveal a candidate's [national origin](#), as well as questions regarding home ownership or the names and relationships of persons that reside with the applicant.

You may ask the applicant about his/her current address and how long (s)he has lived there.

**Affiliations:**

Questions about an applicant's membership in organizations that would reveal his or her race, color, ethnicity, religious creed, age, sexual orientation, gender identity, marital status, mental or physical disabilities, national origin or ancestry cannot be asked. Such questions can be regarded as discriminatory and may violate federal and state laws and University policy.

Inquiries about membership in job related professional organizations are acceptable.

**Age:**

[The Age Discrimination in Employment Act of 1967 \(ADEA\)](#) protects individuals who are forty years or older from age-based discrimination. To avoid claims of age discrimination, avoid questions designed to uncover a candidate's age or that would tend to identify candidates who are 40 and older, including graduation dates.

Proof of age, such as a birth certificate, can be requested after an offer of employment to verify employment information for [payroll](#) purposes.

**Citizenship:**

Questions regarding citizenship are prohibited before making an offer of employment. Consideration of an applicant's citizenship may constitute discrimination on the basis of [national origin](#).

Asking a candidate the question "Are you eligible for employment in the United States?" is allowed. If asked, this question should be asked of all applicants.

[Employment eligibility verification](#) should be conducted after the offer has been made and can be a condition of employment.

**Credit Rating:**

The [Equal Employment Opportunity Commission \(EEOC\)](#) prohibits inquiries into an applicant's current or past assets, liabilities, or credit rating, including questions regarding bankruptcy or garnishment, car ownership, rental or ownership of a house, charge accounts, or bank accounts. Such inquiries may discriminate against minorities and women.

**Criminal Record:**

Considering an applicant's conviction or arrest records can violate [Title VII of the Civil Rights Act of 1964](#). The EEOC has provided that questions about arrests and convictions can disproportionately impact members of ethnic minorities because statistics demonstrate that such persons are arrested and convicted at rates higher than non-minorities. An employer's reliance on arrest records can disproportionately exclude members of a protected class and an arrest record does not establish the alleged conduct occurred and is not proof of criminal conduct. Similarly, EEOC [guidance](#) provides that questions about an applicant's convictions are improper unless the employer can show that the conviction is related to the position at issue.

The [Connecticut General Statutes §46a-80](#) prohibits the disqualification of a person for employment by a state agency solely because of a prior conviction of a crime and the use of arrest records not followed by a conviction. If a conviction is related to the responsibilities of the position at issue, you may ask if the candidate has been convicted of a crime that is related to the job duties.

**Disability:**

[The University's People with Disabilities Policy Statement](#) provides that qualified persons with disabilities cannot be excluded from or subject to discrimination with regard to any University program or activity, including employment, and ensures that a person with a disability is given the same access to programs, opportunities, and activities as other members of the University community. The University must provide [reasonable accommodations](#) for applicants with disabilities to ensure that they are able to fully participate in the application and interview process. The [Connecticut General Statutes §46a-60](#) prohibit discrimination based on present or past history of mental disability, mental retardation, learning disability or physical disability, including, but not limited to, blindness.

[The Americans with Disabilities Act \(ADA\)](#) prohibits employers from asking disability related questions to employment applicants. An employer may not ask a job applicant if he or she has a disability (or about the nature or severity of an obvious disability) or whether the applicant

will need a reasonable accommodation to perform the job. An employer also may not ask a job applicant to answer medical questions or take a medical exam before making a job offer. Questions about health problems, worker's compensations history, prescription drug use or previous medical conditions are not allowed. Unless job-related, inquiries about height and weight should also be avoided.

An employer may ask a job applicant whether he/she can perform the essential functions of the job and how they would perform the duties associated with the position. If asked, this question must be asked of all applicants.

Employers may condition a job offer on the applicant answering certain medical questions or successfully passing a medical exam, but only if all new employees in the same job have to answer the same questions or pass a medical exam.

**Gender:**

Questions that express or imply limitations or special treatment because of an applicant's gender are prohibited. Gender is not a [Bona Fide Occupational Qualification \(BFOQ\)](#) because a job involves physical labor such as heavy lifting. Candidates' gender cannot be used as a factor for determining whether an applicant will be "satisfied" in a particular job.

You may not ask particular questions of one gender and not of the other.

**Marital and Family Status:**

Questions regarding marital status (e.g., spouse/partner's name or employment status, whether the candidate is single, married, divorced, separated, engaged or widowed); number and/or ages of children or future child bearing plans or pregnancy, and child care arrangements are prohibited. Such questions may discriminate against women.

You may inquire if the applicant has any commitments that would preclude him or her from satisfying anticipated job schedules. This question, if asked, must be asked of all genders.

**Military Service:**

Questions regarding the type or condition of military discharge and military experience in other countries are not advised as such questions could be regarded as discriminatory or could be in violation of [The Americans with Disabilities Act \(ADA\)](#) which prohibits employers from asking disability related questions to employment applicants. In addition, preferring applicants with honorable discharge rather than dishonorable discharge may be seen as race discrimination by the Equal Employment Opportunity Commission (EEOC) under the [disparate or adverse impact theory](#).

[The Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) protects against discrimination on the basis of military service.

Applicants can be invited to voluntarily self-identify as a disabled or Vietnam era veteran in connection with an affirmative action effort.

You may ask questions about the branch of service and an applicant's rank and service in the U.S. military as it relates to the position.

**National Origin:**

Questions regarding an applicant's birthplace, ancestry and/or culture, or similar questions about the parents, grandparents, and spouse/partner of the candidate are not allowed.

You may ask candidates whether they are fluent in languages other than English. You may not ask a candidate's about his or her native language or how a foreign language was acquired.

**Race:**

Questions about an applicant's race or questions that would cause an applicant to disclose his/her race are not allowed. [Title VII of the Civil Rights Act of 1964](#) forbids employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups.

For Affirmative Action reporting purposes, applicants are asked to voluntarily self-identify their race and ethnicity ([§41 CFR 60-1.12\(c\)](#)) as part of the application process.

**Religion:**

Questions regarding an applicant's religious denomination, affiliations, beliefs, and practices, church/place of worship or membership in religious organizations are not allowed. [Title VII of the Civil Rights Act of 1964](#) requires employers to reasonably accommodate the religious practice of an employee or prospective employee, unless doing so creates an undue hardship for the employer.

You may not ask about a candidate's willingness to work on a particular religious holiday but may ask about his or her ability to work a required work schedule.

**Sexual Orientation:**

Questions regarding an applicant's sexual orientation are not allowed. Both the [Connecticut General Statutes §46a-81c \(1\)](#) and the [University of Connecticut's Affirmative Action & Equal Employment Opportunity Policy Statement](#) prohibit discrimination on the basis of sexual orientation in the employment process.

**Bona Fide Occupational Qualification (BFOQ)**

Certain job requirements relating to religion, sex, national origin, or age may discriminate against members of a protected class but can still be permissible because the requirement is reasonably necessary to the operation of a business. To constitute a BFOQ, three factors are considered: (1) is the discriminatory requirement the only feasible method of revealing those unable to perform a certain job; (2) is the desired characteristic essential for the business to run successfully; and (3) does a reasonable, less discriminatory alternative exist?

BFOQs are a narrow exception to non-discrimination laws and can only be used to justify requirements based on religion, sex, national origin, or age. Race is never a BFOQ.

## Interviewing – Best Practices

It is important to create a welcoming and inclusive environment for applicants during the interview process. While the search committee's purpose is to evaluate the applicant for the position, the applicant also is assessing UConn Health and determining if this opportunity is right for him/her. Positive interactions with the search committee and the interviewers may be the deciding factor for the best candidate to accept an offer.

The goals of an interview are to further evaluate candidates ranked as "Interview" based on their application materials; collect additional information on the candidate's job-related knowledge, skills, and abilities; and identify the most qualified candidate for the position. Collecting information accurately and consistently from each of the applicants gives the search committee the necessary information to objectively and equitably evaluate the candidates. Therefore, it is important to provide each applicant with substantially similar interview experiences.

### **Interviews via Phone/Skype:**

Phone or Skype interviews are an inexpensive way to assess the qualifications of a larger group of "Interview" candidates and can be used as a first round to narrow the list of candidates to bring to campus. By using these "screening" interviews, the search committee has a larger interview list to refer back to if the first choice candidates are not selected or decline the interview or offer.

If the search committee decides to conduct phone/Skype interviews for the first round, all candidates must be interviewed using the same or comparable method. Except where unusual circumstances are present as described in the next paragraph, it is not permissible as a first round, to interview some candidates via phone or Skype and some face-to-face during the same round. For example, if a Skype/phone interview used to determine which candidates will be brought campus, local candidates must also be interviewed via Skype/phone, and not in person.

If a candidate requests an interview via phone/Skype due to geographical or other circumstances after an invitation for an in-person interview, the search committee may change interviewing methods for that candidate.

The same best practices listed below apply to a phone/Skype interview.

### **Preparing for an interview:**

- Notify each applicant about the interview and logistics. Send a letter or e-mail confirming the interview. Sample confirmation letters are included in Recruiting Solutions and on the Office of Institutional Equity [website](#).
- At the same time, send a [decline letter](#) or e-mail to applicants who were ranked as "Unqualified" and will not be invited for interview. Decline letters to "Qualified" applicants also may be sent

at this time for those candidates that will not be moved into the “Interview” group regardless of the outcome of the interviews.

- Provide all applicants with an interview itinerary, including names and titles of the search committee and any other individuals that the candidate will be meeting or interviewing with. Ensure that applicants are provided with parking and [building locations](#) and accurate directions to both.
- Make sure that all candidates are provided with comparable travel, transport and/or hotel arrangements. Arrange for hosts or escorts to and from campus where appropriate.
- When developing an itinerary, allow sufficient time for each candidate’s interview and time to travel to different campus locations if needed. Arrange a representative from the department or committee to accompany the candidate to other locations.
- If scheduling multiple interviews for one day, allow time between each interview for the search committee to review their notes and have an initial discussion about the candidate, and for the candidate to take a break.
- Give all candidates equal opportunity to meet with the entire search committee, department members, and other stakeholders. E.g.: If candidates coming to campus will have time meet with the department head, faculty in the department and/or the Dean, make sure that each candidate is given that same opportunity to meet with the same or substantially-positioned people.
- If the candidate will be expected to provide a job talk or presentation, ensure in advance that all technical needs are discussed at the time of scheduling and can be accommodated.
- If a candidate requires an accommodation for a disability, contact [OIE](#) for further assistance.
- Offer the candidate the opportunity to meet with a Recruitment Ambassador during the campus visit.

#### **Developing interview questions:**

- Review OIE's interview guidelines to ensure that all questions are non-discriminatory and legally permissible.
- Devise a core group of questions based on job related criteria to evaluate candidates’ qualifications. Ask questions that are related to the candidate’s qualifications. Develop questions that address all the qualifications for the position.
- Craft open-ended and behavioral questions that prompt the candidate to offer information about his/her skills and “do the talking”, as these will provide the best insight in to a candidate’s qualifications for the position. Avoid questions that merely require a “yes” or “no”.
- Develop questions that will allow the committee to make an objective assessment of each candidate and minimize bias.
- Ask the same core group of questions of each candidate. This will allow for a comparative evaluation and ensure that the interview process is consistent for all candidates. Follow-up questions can be asked to clarify answers or address a candidate’s individual experience or skills.
- Determine how questions will be posed by the committee and assign questions to members, where appropriate.

- Consider developing a standardized form with qualification-related criteria for non-committee members to use (e.g. department members, students or those attending a job talk) for consistent candidate evaluation.
- Contact [OIE](#) for further guidance or for troubleshooting.

### **The Interview:**

- Plan for someone to greet the candidates upon arrival. Prepare a designated area where candidates can wait for the interview to begin and where the candidate will not encounter other candidates if multiple interviews are scheduled in one day.
- Introduce search committee members to the candidate prior to beginning the interview.
- Describe the format of the interview and the interview process as a whole.
- Share pertinent background information about the job, department, and University.
- Remember that the candidate should do the majority of the talking during an interview.
- Keep your reactions to a candidate's answers to yourself. Try not to influence other search committee members as they are evaluating the applicant.
- Keep the interview moving and on time.
- Leave time for candidate questions.
- At the end of the interview, inform the candidate that you will be checking references and ask if you can pursue references not provided by the candidate.
- Describe the remainder of the search process, how candidates will be notified of the University's decision, and the anticipated timetable.

Ensure that every University employee involved in the interview process has reviewed OIE's guidelines and is aware of inappropriate topics. It is very important to remember that all time spent with the candidate, whether in a formal interview or in an informal social setting, spent with the candidate is considered part of the interview process. Questions that are inappropriate or illegal in an interview context must also be avoided in a social setting (i.e.: coffee, meals, car rides, one-on-one meetings).

### **Post-Interview**

Shortly after all interviews have been completed, the search committee should meet to discuss the candidates' qualifications based on the interviews. Evaluations of the candidates must be qualification related and based on the candidate's performance in the interview and/or presentation combined with the strength of their written application materials.

Depending on the charge given by the hiring manager, search committees either recommend a candidate for hire or provide a ranked/unranked list of the top number of candidates specified.

Each candidate, especially those that were interviewed, has made an investment of time and resources to the search process and it is important that the candidates are treated in a manner that acknowledges that effort. Candidates that will not be considered for employment should be contacted as soon as the hiring decision is made. A decline [letter](#) should be sent from the search chair or hiring manager.

Applicants in the "Qualified" group (who were not notified earlier) also should be sent a [decline letter](#) at

this time. If a decision is delayed, all candidates should be notified about the change the search's timetable. By the end of the search, each applicant should have received a communication from the search committee or hiring manager regarding his/her status.

Following the selection decisions, the members of the search committee should discuss and evaluate the search process. Evaluating the process and results and noting successes and failures will be helpful for future searches and search committees.



## Career Opportunities at UConn Health

To apply for this **Sponsored Programs Specialist, 2019-106** position, you may use the Candidate Self-Service (CSS) online application. After submitting your application, you may also have the opportunity to upload a cover letter, a resume, and references. You **MUST** have these documents available at the time of application. To complete an application, please click on Apply for this position .

The University of Connecticut Health Center is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us) (<http://www.ethics.state.ct.us>).

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### Job Detail

<b>Job Title:</b>	Sponsored Programs Specialist
<b>Department:</b>	Research Administration and Finance
<b>Location:</b>	Farmington
<b>FTE%:</b>	1
<b>Shift</b>	1
<b>Search #:</b>	2019-106
<b>Closing Date:</b>	
<b>Recruiter:</b>	Dangelo, Erica

Apply for this position

## **Sponsored Programs Specialist**

UConn Health, in partnership with The Jackson Laboratory for Genomic Medicine, is looking for a highly skilled **Sponsored Programs Specialist** with experience in project management involving the detailed coordination of grants and contracts, including program accounting and administration.

### **Position Scope**

This key role is responsible for providing administrative and financial management for the University's research and other sponsored program (grants and contracts) activities in the Pre-award and Post-award phases. This position will support the research enterprise by providing excellent, consistent proposal development and award management support for University faculty who are dually appointed at UConn Health and The Jackson Laboratory. This position will be granted limited authority to act on behalf of both UConn Health and The Jackson Laboratory in Farmington, CT in relation to sponsored research and program administration at both sites. The position may also support other investigators at UConn and The Jackson Laboratory.

The Sponsored Program Specialist provides direct professional support and guidance in the administrative preparation and submission of proposals and the administration of grants, contracts and related funds to faculty and staff in an assigned portfolio of departments. This position provides a high level of client satisfaction through strong relationship management skills.

### **COMPREHENSIVE BENEFITS OFFERED:**

- **Industry-leading health insurance options and affordability**
- **Generous vacation and sick-time plans**
- **Multi-channel retirement options (pension and match options)**
- **Tuition waiver and reimbursement for employees and qualified family members**
- **Quick commute access from I-84 and surrounding areas**
- **State of the art facility and campus environments**
- **Progressive leadership and educational development programs available**
- **Innovative culture embedded in industry leading research and medical care**

**SCHEDULE:** 40 hour work week; Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **KNOWLEDGE, SKILLS AND ABILITY:**

In-depth knowledge of major granting agencies and relevant Federal and state regulations to administer research programs; strong knowledge of research-related policies and procedures; strong knowledge of accounting principles, practices and accounting systems; experience in carrying out a range of financial analysis and budgetary forecasting; ability to write and interpret technical contract language and understand its implications; considerable interpersonal skills; ability to communicate effectively (written

and oral); ability to work under and accommodate various and shifting deadlines, sometimes outside of normal working hours; knowledge of Uniform Guidance; proficient in applicable word processing (Word) and spreadsheet (Excel) applications; working knowledge of applicable database application (Access); ability to interpret complex regulations.

## **EXPERIENCE AND TRAINING:**

General Experience:

Eight (8) years experience in grants management, accounting and contract administration performing duties involved in monitoring and maintaining complex and diverse agreements and financial records.

Substitution:

Bachelor's degree in Accounting or related field may be substituted for four (4) years of the general experience.

Special Experience:

- One (1) year of the general experience should have included working with Federal grants and contracts;
- Demonstrated familiarity and experience with NIH, NSF, DoD applications processes, as well as those of other federal agencies and voluntary health organizations such as American Cancer Society, American Heart Association, etc.

## **SPECIAL REQUIREMENTS:**

Incumbent will work primarily at UConn Health and at The Jackson Laboratory for Genomic Medicine but may also work at Storrs and other affiliated entities

## **PREFERRED QUALIFICATIONS:**

Experience with electronic proposal submission and research database systems, such as Grants.gov, ASSIST, Fastlane, NIH Commons, My NCBI, etc.; Flexibility to accommodate grant deadlines and ever-changing priorities; experience with InfoEd; Certified Research Administrator (CRA)-preferred or willingness to obtain CRA certification.

## **EXAMPLES OF DUTIES:**

Manages and safeguards sponsored program funds by conducting pre-award proposal preparations, reviews, negotiations and submission of applications, contracts and sub-contracts, ensuring accuracy and compliance with University and Jackson Laboratory policies and agency regulations; resource for investigators and departmental administrators with proposal submissions, interpretation of Sponsor and institutional guidelines, complex laws, policies and regulations, contract negotiations, contract interpretations; analyzes effort allocation, program costs, and prepares adjustments at the Principal Investigator's direction; extension of grant periods, carryover of un-obligated balances, authorization of pre-award costs and the coordination of "just-in-time" filings; obtains approvals necessary for sponsored grants, contracts and other agreements; analyzes and resolves grant and contract problems including funding, cost sharing, budgets, allowable expenses and coordinates account distribution and management; liaison representing UCHC and Jackson Laboratory in negotiations and discussions with outside funding sources and governing bodies, analyzes and resolves legal and technical problems of contract interpretation covering such issues as intellectual property rights, material transfers, governing laws and fiscal and procedural constraints; monitors activities of proposals; prepares and reconciles monthly financial and status reports of grants and contracts; conducts accurate, insightful financial

analysis; prepares financial forecasts for Principal Investigators and for institutional budget planning purpose; prepares ad hoc reports; prepares written award summary providing complete information to set up, administer and maintain an awarded grant or contract in compliance with Sponsor and institutional policies, regulations and procedures; prepares and submit financial reports and invoices to sponsors; reviews and authorizes transactions; serves as liaison between management, senior administration, faculty and granting agencies; advises management on policy issues associated with management of extramural grants and contracts; advises and guides investigators and department administrators and staff in grant administration including interpretation of policies and regulations, assignment and distribution of grant funds; works collaboratively to develop institutional policies and standard operational procedures; maintains technical and professional knowledge and keeps up-to-date with relevant regulations; performs related duties as required.

FULL TIME EQUIVALENT MINIMUM SALARY: \$81,037

***Resume required for consideration***

**Why UConn Health**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us) (<http://www.ethics.state.ct.us/>)

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**TO:** All University Faculty, Staff, and Union Representatives

**FROM:** Elizabeth A. Conklin, Associate Vice President  
Office of Institutional Equity

**DATE:** August 28, 2017

**SUBJECT:** Affirmative Action Plan Update and Distribution of Policy Statements

The University of Connecticut's 2016 Affirmative Action Plan for Employment (*Plan*) was approved by the Commission on Human Rights and Opportunities on April 12, 2017. The *Plan* reports the University's good faith efforts relative to diversifying the workforce of the University, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2016 *Plan* until December 31, 2017. A full copy of the *Plan* is available for review in the following locations:

- [The Office of Institutional Equity \(OIE\)](#)  
Wood Hall, 241 Glenbrook Road  
Storrs, CT 06269
- [The Connecticut Commission on Human Rights and Opportunities \(CHRO\)](#)  
450 Columbus Boulevard  
Hartford, CT 06103

An electronic (PDF) version also is available on [OIE's website](#).

All comments or questions are welcome and may be sent to:

[Elizabeth A. Conklin](#), Associate Vice President  
Office of Institutional Equity  
Wood Hall, Unit Box 4175  
241 Glenbrook Road  
Storrs, CT 06269-4175  
860-486-2943

The following policies and procedures have been included in the *Plan* and are available to every employee:

- [Affirmative Action and Equal Employment Opportunity](#)
- [Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)
- [Policy Statement: People with Disabilities](#)
- [University of Connecticut Discrimination Complaint Procedures](#)

The above documents and other relevant policies are posted throughout the University. These policies are available on [OIE's website](#) and the University's [policy website](#).

Office of Institutional Equity  
241 GLENBROCK ROAD, UNIT 4175  
WOOD HALL  
STORRS, CT 06269  
PHONE 860 486 2943  
FAX 860 486 6777  
equity@uconn.edu  
www.equity.uconn.edu & www.sba.uconn.edu

### **Policy Posting Obligation:**

As in previous years, OIE will satisfy the statutory requirement of policy distribution to employees via this notification and mail distribution as necessary. Additionally, policies will be posted in visible locations throughout the University.

### **Office of Institutional Equity Merger**

On July 1, 2016, the Office of Diversity and Equity at UConn Health and the Office of Diversity and Equity in Storrs merged under one name, The Office of Institutional Equity (OIE). Elizabeth Conklin serves as the Associate Vice President of OIE and Equal Employment Opportunity Officer for both UConn Storrs/Regionals and UConn Health. This merger allows OIE at both locations to more efficiently oversee University policies and procedures regarding: investigations of discrimination and harassment complaints; implementation of measures intended to mitigate the effects of demonstrated discriminatory conduct; ensuring compliance with state and federal equal employment, affirmative action, and civil rights laws and related University policies through training; and Americans with Disabilities Act and Title IX compliance efforts.

### **Recruitment, Compliance, and Diversification:**

As a federal contractor and state agency, the University's recruiting and hiring activities are audited regularly by external and government enforcement units. Vice Presidents, Deans, Directors, Department Heads, Hiring Managers, and Search Committee Chairs are accountable for ensuring compliance with state and federal regulations and record-keeping requirements concerning recruitment and applicant evaluation activities. Both state and federal regulatory agencies mandate policies and processes that promote equal employment opportunity and endorse aggressive recruitment programs.

Proactive and aggressive recruitment programs not only fulfill the University's compliance obligations but also work to support the University's goal of increasing the diversity of the workforce. To encourage proactive and strategic recruitment efforts, it is crucial for department faculty and staff to engage in professional networking, join professional and discipline specific associations, and participate in Ph.D. pipeline-building initiatives with an aggressive focus on the diversity of graduate students.

To assist search committees and hiring departments, OIE is available for consultation about the search process, compliance obligations, best practices in building diverse pools of qualified applicants, and objective evaluation techniques. For more information on recruitment and the search process, please visit our website, <http://equity.uconn.edu/search-process/>.

### **Mandatory Search Training:**

The Office of Institutional Equity (OIE) in conjunction with the Office of Diversity and Inclusion (ODI) continues to provide mandatory Search Training for search committee members. All committee members are required to complete search committee training before serving on a search committee. Training workshops are scheduled monthly and include AA/EEO compliance

information, search process steps, and overcoming implicit bias in the search and hire process. Search committee training status is verified in Recruiting Solutions prior to interview approval of all searches. For more information or to enroll in a training session, please visit <http://equity.uconn.edu/education-and-training/search-orientation-workshops/>.

### **Discrimination Complaint Management:**

OIE's Staff investigators are responsible for objectively investigating complaints of discrimination and discriminatory harassment to determine if employee conduct violates UConn's [non-discrimination policies](#). These policies are construed to provide the same or similar protections as those contained pursuant to state and federal law and regulation. Where investigations reveal the presence of discriminatory or harassing behavior, OIE is responsible for making recommendations that are designed to mitigate the effects of discriminatory conduct. OIE thoroughly investigates discrimination complaints, makes determinations regarding violations of UConn policy, and follows statutory requirements regarding recommendations for remedial action when there is evidence of policy violations.

OIE also assists with developing and implementing the University's non-discrimination and affirmative action policies, procedures, and programs and offer information, consultation, and training to the University community on these areas of focus.

Additional information about reporting discrimination and [OIE's complaint procedures](#), as well as OIE's [Discrimination and Discriminatory Harassment Complaint form](#), can be found online at [www.equity.uconn.edu](http://www.equity.uconn.edu). If you have a specific question or need further assistance, please do not hesitate to contact a member of OIE at (860) 486-2943 or by email at [equity@uconn.edu](mailto:equity@uconn.edu), [website: www.equity.uconn.edu](http://www.equity.uconn.edu).

### **Americans with Disabilities Act (ADA) Compliance Activities:**

The Department of Human Resources manages the Americans with Disabilities Act (ADA) workplace accommodation function. Ryan Bangham the ADA Workplace Accommodations Case Manager supports employees, supervisors, and University staff in understanding rights and responsibilities under the ADA, as well as determining and facilitating the review of requests for and implementation of reasonable accommodations for employees with disabilities. If you believe that you may need an accommodation, or if you are a supervisor or manager who has been presented with a request for an accommodation, please contact Ryan at (860) 486-2036 or via email to [ryan.bangham@uconn.edu](mailto:ryan.bangham@uconn.edu).

The Office of Institutional Equity is charged with monitoring the University's compliance with the ADA's requirements. In this regard, OIE has responsibility for resolving allegations of discrimination based on disability; ensuring University compliance with all relevant laws and regulations related to the ADA; providing consultation, information and referral to appropriate resources for disability-related issues; and provide training regarding the ADA. If you believe that you have been subjected to discrimination based on disability, please continue to contact the Office of Institutional Equity at (860) 486-2943 or via email at [equity@uconn.edu](mailto:equity@uconn.edu), [website: www.accessibility.uconn.edu](http://www.accessibility.uconn.edu)

**Diversity and Sexual Harassment Prevention Training:**

OIE provides ongoing Diversity Awareness and Sexual Harassment Prevention training to all permanent University employees pursuant to General Statutes §46a-54. Along with the Office for Diversity and Inclusion, OIE conducts numerous [sessions](#) each semester. Additionally, OIE provides customized trainings to individual departments or groups of employees or students seeking further guidance or training around discrimination and/or harassment issues. For further information, please visit [OIE's website](#).

## **Unions Representing UConn Health's Employees**

**Administrative and Residual Employees Union**  
805 Brook Street  
Rocky Hill, CT 06067

**Connecticut Police & Fire Union**  
Local 74/Local S-15  
50 Columbus Boulevard, Third Floor  
Hartford, CT 06106

**Engineering, Scientific and Technical**  
SEIU Local 2001  
760 Capitol Avenue  
Hartford, CT 06106

**Maintenance**  
Connecticut Employees Union Independent  
110 Randolph Road  
Middletown, CT 06457

**Paraprofessional Health Care**  
New England Health Care Employees Union - District 1199  
77 Huyshope Avenue  
Hartford, CT 06106

**State of Connecticut**  
Clerical Bargaining Unit Local 196  
705 North Mountain Road  
Newington, CT 06111

**The University of Connecticut Health**  
American Association of University Professors  
270 Farmington Avenue, Suite 364  
Farmington, CT 06032

**University Health Professionals Local 3837**  
270 Farmington Avenue  
The Exchange, Suite 174  
Farmington, CT 06032-1909

## Recruitment Sources Utilized for the 2018 Affirmative Action Plan

American Academy of Neurology
American Academy of Physical Medicine and Rehabilitation
American Board of Registration of Electroencephalographic and Evoked Potential Technologists
American College of Emergency Physicians Conference
American Journal of Public Health
American Society of Electroneurodiagnostic Technologists
Association of University Professors of Neurology
Brooks Community News
Careerbuilder
Careermart-American Public Health Association
Chronicle of Higher Education
Connecticut Nursing News
Connecticut Post
Danbury News-Times
Facebook
Health E. Careers website
Journal of Environmental Health
Journal of Occupational and Environmental Medicine
Journal of Vascular Surgery
LinkedIn
Monster.com
Myhealthtalent.com
Nasfaa.org Student Financial Aid website
National Healthcare Career Network
Naturejobs.com
New England Journal of Medicine
New England Society of Clinical Engineering
Occupational and Environmental Medicine
Pedjobs.org
PhysicianJobsPlus
Physiatrist newsletter and website
Polytechnic Positions website
recruitmilitary.com
Sciencejobs.org
Stamford Advocate/Greenwich Time
Twitter
University of Connecticut Alumni Association



Search



### Wound & Ostomy RN

UConn Health · Farmington, Connecticut

Posted 7 days ago · 29 views

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#### Job description

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Wound Ostomy Nurse with a passion for delivering best-in-class academic and patient experience, we are looking for you.

#### COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Sign on bonuses for qualified nursing staff
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas

Seniority Level  
Associate

Industry  
Hospital & Health Care

Employment Type  
Full-time

Job Functions  
Health Care Provider



Q Search



**SCHEDULE:** This is a full time position, 40 hours/week, Mon - Fri 8:30 a.m. - 5:30 p.m., minor holidays as needed; One hour unpaid meal break.

**EXAMPLES OF DUTIES:**

- Utilizes the nursing process when directing or delivering care to patients with Wound/Ostomy needs including assessment, diagnosis, outcomes identification, planning and implementation (e.g., coordination of care delivery, health teaching and promotion, consultation), and evaluation.
- Utilizes and maintains current physical, psychosocial, clinical assessment, and therapeutic communication skills to determine individual patient needs and expected outcomes.
- Participates in committees or task forces related to wound, ostomy, and continence issues. Collaborates with leadership and multidisciplinary clinical practice teams to establish protocols, which support best practices to achieve optimal clinical benefits for patients needing Wound/Ostomy care.
- Provides consultation for individuals with altered skin integrity (e.g., pressure ulcers, draining wounds, fistulae) to develop individualized plans of care and attain expected outcomes.
- Provides guidance to staff in implementing protocols to identify, control, or eliminate etiologic factors for skin breakdown, including selection of appropriate support surfaces.
- With a physician's order, provides appropriate debridement of devitalized tissue (e.g., conservative sharp debridement, silver nitrate [AgNO<sub>3</sub>] cauterization of nonproliferative wound edges, hypergranulation tissue, or to control minor bleeding).
- Provides appropriate education to patients, caregivers, and staff regarding skin care, wound management, care of percutaneous tubes, draining wound/fistulae management and postoperative and discharge instructions about care, referrals, and supply needs.
- Validates pressure ulcer data collection for nursing quality indicators (e.g., pressure ulcers and restraint use).
- Provides pre- and postoperative education to patients (and their families) who are undergoing ostomy surgery, with consideration of the need for physical and psychological adaptation.
- Marks the stoma site preoperatively by determining the appropriate site for stoma placement with consideration of the patient's anatomical markings, physical capabilities, and lifestyle.
- Assesses the stoma and stoma functioning and initiates appropriate procedures for stoma care (e.g., removes rod/sutures, measures/fits a pouching system, teaches care of stoma/peristomal skin and pouch).



Q Search



is involved in developing and implementing procedures and protocols, based on current national guidelines, to deliver care to patients with the following: Urinary or intestinal disorders resulting in the need for an ostomy; conditions requiring wound management; impaired or altered skin integrity; urinary and/or fecal continence issues.

- Assists the nursing and medical staff in maintaining current knowledge and competence in Wound/Ostomy care by providing the following: formal or informal continuing education programs; clinical rounds; lunch and learn sessions; orientation sessions; collaborative practice committees; nursing councils.
- Attends continuing education programs related to Wound/Ostomy nursing to maintain current knowledge and skills.
- Maintains and submits required activity and statistical reports to the appropriate department supervisor.
- Contributes to the selection of cost-effective supplies and equipment related to Wound/Ostomy care, which might need to be individualized for different units/departments.

Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

#### MINIMUM REQUIREMENTS:

- Bachelor's degree in Nursing, Master's preferred.
- Three [3] years of recent relevant nursing experience
- Graduation from an accredited wound and ostomy nursing education program, or satisfactory completion of these accredited programs within 6 months after assuming the position.
- Wound and Ostomy Certifications from an accredited institution, if not certified, must become certified within one year of assuming the position.
- Must possess and maintain a current during employment license to practice nursing in the State of Connecticut.
- Current certification in Basic Life Support (BLS).

Why UConn Health



Search



well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

To apply for this Wound & Ostomy Nurse, 2018-495 position, you may use the Candidate Self-Service (CSS) online application. After submitting your application, you may also have the opportunity to upload a cover letter, a resume, and references. You MUST have these documents available at the time of application. To complete an application, please visit [https://jobs.uhc.edu/CSS\\_external/CSSPage\\_Welcome.asp](https://jobs.uhc.edu/CSS_external/CSSPage_Welcome.asp) Search #: 2018-495.

The University of Connecticut Health Center is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us).

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2

Applicants

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- Learn more about the company's hiring trends

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### Meet the team

UConn Health

## **Nurse Anesthetist**

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

UConn Health is searching for a **Nurse Anesthetist - CRNA** to join our patient-focused care team at our new, state of the art OR. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind.

View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms:  
<https://www.youtube.com/watch?v=BbdYfdxJFqU>

### **COMPREHENSIVE BENEFITS OFFERED:**

- Competitive wages
- Industry-leading health insurance options and affordability
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus

**SCHEDULE:** 40 hours per week – rotating shift: 7a-3:30p (flexibility to 5:30p on weekdays), holidays and Call as needed

*At UConn Health this crucial role is responsible for independently performing a full range of tasks in the administration of anesthetics to patients within the hospital.*

### **Examples of Duties:**

- Administers anesthesia, inserts endotracheal tubes, places patients on respirators and inserts arterial, central and peripheral venous lines
- Monitors, maintains and interprets data and waveforms
- Monitors vital signs, estimates blood volume loss and administers blood products as appropriate
- Takes patient histories, writes pre/post-operative medication orders co-signed by an anesthesiologist
- Formulates care plans and responds to emergencies throughout the hospital
- Provides pre-operative, intra-operative and post-operative care and teaching to surgical patients
- Participates in the clinical teaching of students, residents and other healthcare providers
- Performs other related duties as required.

### **Minimum Qualifications Required:**

#### **Knowledge, Skills And Abilities:**

Considerable knowledge of the different disciplines and disease states, including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKGs; ability to develop nursing care plans; ability to work under extreme pressure in emergency situations

#### **General Experience And Training:**

- Registered Nurse with (2) two year post graduate education in Anesthesia

#### **Special Requirements:**

- Must be certified as a Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse

- Must be ACLS certified at the time of hire, or certified within 6 months of hire

### **Why UConn Health**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

To apply for this **Nurse Anesthetist, 2018-250** position, you may use the Candidate Self-Service (CSS) online application. After submitting your application, you may also have the opportunity to upload a cover letter, a resume, and references. You **MUST** have these documents available at the time of application. To complete an application, please visit [https://jobs.uhc.edu/CSS\\_external/CSSPage\\_Welcome.asp](https://jobs.uhc.edu/CSS_external/CSSPage_Welcome.asp) Search #: 2018-250.

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# UCONN HEALTH

## Director of the Health Disparities Institute

### POSITION, GOALS, AND OBJECTIVES

The University of Connecticut has established a Health Disparities Institute (HDI) in the form of a Type II center within the School of Medicine (SOM) in meeting an objective of the Bioscience Connecticut Initiative. HDI seeks an innovative, entrepreneurial Director to pursue its mandate to "enhance research and the delivery of care to minority and medically underserved populations of the state", through organizational capacity building, outreach and engagement, research, education, and policy.

### REQUIREMENTS

- Academic credentials of Ph.D., MD, DMD/DO, or Dr. PH in Social Work, Medicine, Public Health, Psychology, Nursing, or other relevant area.
- Eligibility for appointment at senior rank and on a tenure-track
- Executive administrative leadership experience with demonstrated ability to lead the development of an interdisciplinary institute
- Recognized leadership within communities affected by health disparities.
- Superb communication public speaking skills
- Demonstrated success working with people of diverse backgrounds to build effective stakeholder relationships

### PREFERRED EXPERIENCE

- Experience leading a center or institute devoted to health disparities or health equity research
- Current funding in health disparities-relevant research
- Demonstrated entrepreneurial spirit and adaptability to build the Institute's startup operations
- Commitment to and experience in teaching and education related to health disparity and multiculturalism

### FULL-TIME EQUIVALENT SALARY MINIMUM

Commensurate with experience

Interested applicants should apply at <http://jobs.uconn.edu/>. Search number 2016-533. Questions regarding the search should be directed to David Henderson, Search Committee Chair at [henderson@uconn.edu](mailto:henderson@uconn.edu)

*UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/P/W/D/PV employer.*

### New England Journal of Medicine

Size: 1/3 page (4.5" x 4.875")

Issue: 9-1-16

Deadline: 8-12

Price: \$4,299.00

Includes 3-week web posting

### Chronicle of Higher Ed

Size: 2 (3.375") x 6"

Issue: 9-2-16

Deadline: 8-22

Price: \$2,016.00

Includes 60-day web posting

### American Journal of Public Health (APHA)

Size: 1/2 page (7" x 4.875")

Issue: November

Deadline: 9-6

Price: \$1,300.00

[careers.APHA.org](http://careers.APHA.org)

Duration: 30 days

Price: \$380.00

# UConn HEALTH

## Director of the Health Disparities Institute

### POSITION, GOALS, AND OBJECTIVES

The University of Connecticut has established a Health Disparities Institute (HDI), in the form of a Type II center within the School of Medicine (SOM), in meeting an objective of the Bioscience Connecticut Initiative. HDI seeks an innovative, entrepreneurial Director to pursue its mandate to "enhance research and the delivery of care to minority and medically underserved populations of the state", through organizational capacity building, outreach and engagement, research, education, and policy.

### REQUIREMENTS

- Academic credentials of Ph.D., M.D., D.M.D./D.O., or Dr. P.H. in Social Work, Medicine, Public Health, Psychology, Nursing, or other relevant area.
- Eligibility for appointment at senior rank and on a tenure-track.
- Executive administrative leadership experience with demonstrated ability to lead the development of an interdisciplinary institute.
- Recognized leadership within communities affected by health disparities.
- Superb communication public speaking skills.
- Demonstrated success working with people of diverse backgrounds to build effective stakeholder relationships.

### PREFERRED EXPERIENCE

- Experience leading a center or Institute devoted to health disparities or health equity research.
- Current funding in health disparities-relevant research.
- Demonstrated entrepreneurial spirit and adaptability to build the Institute's startup operations.
- Commitment to and experience in teaching and education related to health disparity and multiculturalism.

### FULL-TIME EQUIVALENT SALARY MINIMUM

Commensurate with experience

Interested applicants should apply at <http://jobs.uconn.edu/>. Search number 2016-933. Questions regarding the search should be directed to David Henderson, Search Committee Chair at [henderson@uconn.edu](mailto:henderson@uconn.edu)

*UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/P/W/D/PV employer.*

### Chronicle of Higher Ed

Size: 2 (3.375" x 6"

Issue: 4-29-16

Deadline: 4-19

Price: \$2,141.00

Includes 60-day web posting w/ Sponsored Job listing

### NEJM - New England Journal of Medicine

Size: 1/3 page (4.5" x 4.875")

Issue: 5-12-16

Deadline: 4-22

Price: \$4,106.48

Includes 3-week web posting

### NHCN

30 days online - \$550

# UConn HEALTH

## Faculty Opening

The Division of Occupational and Environmental Medicine within the Department of Medicine at UConn Health invites applications for a tenure-track position.

### General Description:

Senior Faculty Position, Occupational Health/Environmental Health/Intervention Research.

UConn Health Department of Medicine invites applications for a tenure-track/tenured faculty position as Director of the Division of Occupational and Environmental Medicine (DOEM).

The DOEM has a rich history and tradition in cross-disciplinary, occupational health intervention research as well as established laboratories in acoustics and biodynamics. The DOEM is strengthened by collaborative academic and practitioner partnerships with a history of workplace directed outreach. The DOEM is a key component of the Center for the Promotion of Health in the New England Workplace (CPH-NEW), a NIOSH funded Total Work Health (TWH™) Center of Excellence.

The Director will provide administrative leadership to DOEM. The Director will also guide DOEM research and outreach activities.

Depending on the successful candidate's background, the Director responsibilities may include supervision of a human factors and bio dynamics laboratory. There are also opportunities for teaching in the graduate program. The mentoring of junior faculty is also expected. Finally, the Director should develop their own research program.

### Candidate Qualifications:

The successful candidate will have a multidisciplinary background in Occupational and/or Environmental Health. The successful candidate will have an established research career as demonstrated by outstanding research productivity. If the applicant is an academic clinician, s/he should have a comparable level of clinical accomplishment with outstanding research promise. The ideal candidate will have a demonstrated capacity for independent research and record of research funding with Principal Investigator experience as well as a history of successful mentoring of graduate and post-graduate students and/or medical residents and fellows. Candidates should have experience working in cross-disciplinary teams such as biomedical sciences, occupational medicine, ergonomics, industrial psychology and social sciences, biomedical engineering, and physical hazards. The candidate should be interested in the translation of laboratory and investigative work into improved health of the working population, and should be amenable to working with the private and public sectors and with labor and management groups.

This position is offered at the Associate or Full Professor Level. The academic departmental affiliation is with the Department of Medicine. The position is offered as tenure-track (investigator-track). Both Ph.D.s and M.D.s are encouraged to apply.

The position includes sponsored research development time and a laboratory start-up package that will be specific to the applicant.

A comprehensive review of applications will begin on October 23, 2016 and will continue until the position is filled. Please complete an application at <https://jobs.uconn.edu> (Search #2016-1162). Please direct questions to Joyce L. Smith, Director of Employment Services Human Resources, UConn Health, [josmith@uconn.edu](mailto:josmith@uconn.edu).

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/P/W/D/PV employer

### Journal of Occ and Env Medicine

Size: 1/2 p V (3.5") x 9.875"

Issue: November

Deadline: 10-14

Price: \$2,700.00 - includes 30-day  
PhysiciansJobsPlus posting

### Journal of Environmental Health

Size: 1/2 p Island (4.875") x 7.25"

Issue: December

Deadline: 10-5

Price: \$817.66

### Occupational and Environmental Medicine

Size: 1/2 p Vert. (9.5") x 3.5"

Issue: November

Deadline: 9-30

Price: \$1,275.00

# UCONN HEALTH

## Director of the Division of Occupational and Environmental Medicine

UCONN Health Department of Medicine is recruiting a new Director of the Division of Occupational and Environmental Medicine. This is a great opportunity for an environmental or occupational health scientist to assume a leadership role. The candidate should have a demonstrated interest in cross-disciplinary intervention research that integrates social and biological sciences, and which will be compatible with the directorship of academic and research activities, as well as outreach and clinical activities. Depending on background and interests, the position includes supervision of a human factors and bio dynamics laboratory. Primarily, the candidate should have an established research career. Secondly, clinician candidates should have a comparable level of clinical accomplishment.

This position is tenure track (Investigator track) offered at the Associate or full Professor Level. Both M.D.s and Ph.D.s are encouraged to apply.

We offer a collegial environment, competitive salary and benefits. Candidates for this position should have a strong interest in teaching, research, resident/medical student supervision and fellowship training. No J1 or H1 visas.

Interested candidates should submit a cover letter and curriculum vitae at <https://jobs.uconn.edu>, search no. 2015-1162.

UCONN Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

# UCONN HEALTH

## Ultrasound Director Assistant Professor/Clinical

Join our central Connecticut academic emergency department as our first Ultrasound Director. We are seeking a fellowship-trained ultrasound emergency physician to provide clinical care in the John Dempsey Hospital Emergency Department and ultrasound education to medical students, residents, attendings and other hospital providers. He/she will participate in academic, education and research activities in the Department of Emergency Medicine at the University of Connecticut School of Medicine.

UConn Health offers a competitive salary and excellent benefits package.

### Requirements:

- Board certified (eligible) in Emergency Medicine.
- Completion of Emergency Ultrasound Fellowship/Fellowship trained in emergency ultrasonography.
- CT medical license/DEA current.
- Proficient in all ultrasound procedures and testing.

Apply at <http://employ.uhc.edu/employment/index.html>  
Search no. 2016-329.

Contact: Robert Fuller MD, Interim Chair, UConn School of Medicine Department of Emergency Medicine and Clinical Chief of the John Dempsey Hospital Emergency Department:  
[rfuller@uchc.edu](mailto:rfuller@uchc.edu) or 860-679-4432.

*UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.*

### Academic Emergency Medicine

Size: 1/4 page (3.5" x 5")

Issue: February

Deadline: 1-7

Price: \$ 935.00

**Tenure Track Faculty Positions in Biomedical Engineering at the University of Connecticut  
UConn Health Campus in Farmington, CT**

The University of Connecticut (UConn) will be seeking two new tenure-track faculty in the Department of Biomedical Engineering on the UConn Health (UCH), Farmington, CT campus. Positions may be filled at the Assistant Professor, Associate Professor or Professor rank, commensurate with experience and scholarly achievement. Applications are now being accepted with anticipated start dates in fall 2018.

The University of Connecticut is in a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments and a bold new Academic Plan: Path to Excellence ([http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized\\_1](http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1)). As part of these initiatives, UConn has hired more than 450 new faculty across all ranks during the past four years and elevated Biomedical Engineering to department status. Biomedical Engineering has 33 faculty members (<https://www.bme.uconn.edu/faculty-staff/core-faculty>) on both the Storrs and Farmington campuses, under the leadership of Professor Ki Chon, PhD, head of BME. The Department of Biomedical Engineering at Farmington just completed major renovations to all offices, laboratories and common areas. UConn Health's position in New England provides access to a wide range of pharmaceutical firms, medical device manufacturers, the insurance industry involved in these areas, and incubator support and space for start-ups.

Applications are invited from strong candidates that can benefit and contribute within the health science environment at Farmington. A preference may be given to those that can contribute to translational solutions for tissue and organ regeneration that complements strong existing strengths at UConn Health in musculoskeletal, craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. Expertise is sought in the following areas, but not limited to: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioreactors; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales. In addition to biomedical engineers, cell and matrix biologists, immunologists and geneticists with a proven interest in applying their scientific approach to engineering solutions would also be competitive applicants. Those with an entrepreneurial spirit with experience in the development and commercialization of intellectual property are also encouraged to apply. Additional collaborative opportunities exist with faculty at the Jackson Laboratory for Genomic Medicine (JAX-GM). This world-renowned research institution has recently opened a new facility on the Farmington campus and strong candidates with research goals in line with JAX priorities; such as, big data analysis of wearable sensor data or computational analysis of the human microbiome may be selected to interview for a possible joint appointment between UConn Health and JAX-GM.

Candidates will have a full time academic appointment in the Department of Biomedical Engineering, School of Dental Medicine, with secondary appointments as appropriate. Candidates should have a doctoral degree, outstanding record of research, extramural funding, a vision for excellence, a strong

collaborative spirit, teaching experience, a deep commitment to promoting diversity through their educational and research programs, and enthusiasm for helping to grow a new BME department.

Applicants should upload a full CV that includes a complete record of federal funding and journal publications; a 2-page vision statement regarding their evolving and future research opportunities and how they envision interacting with existing expertise at UCONN Health; and the names, addresses, e-mail addresses and telephone numbers of 5 references. Applicants please go to <https://jobs.uchc.edu/>, search code 2017-625; Applicant screening will begin immediately.

The positions will remain open until filled. For additional information about the application process please contact Joyce L. Smith, Director, Compensation & Performance Improvement at [josmith@uchc.edu](mailto:josmith@uchc.edu) or (860) 679-1784. For additional information about this Job Description please contact Jon Goldberg, PhD, Chair of the Search Committee for Biomedical Engineering – UConn Health at [goldberg@uchc.edu](mailto:goldberg@uchc.edu) or (860) 679-4455.

*UConn Health is an Affirmative Action/Equal Employment Opportunity Employer M/F/V/PwD*

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**Polytech Positions - \$1,186.00 for 90 days premium**

# UConn HEALTH

## Physical Medicine and Rehabilitative Specialist

UConn Health Musculoskeletal Institute is looking for a Physical Medicine and Rehabilitation Physician (PM & R) to join our Comprehensive Spine Center. This is a unique opportunity in an Academic Health Center to work in a collaborative Comprehensive Spine Program devoted to the complete care of all operative and non-operative spine related issues. This physician would work with an established PM & R physician as well as integrate with both our neurosurgery and orthopaedic spine specialists. This group is unique in the fact they are extremely collaborative. This physician would see patients, perform non-operative treatments for acute and chronic back problems, provide injections in our surgery center and would have leeway to explore and research areas of chronic pain management and evaluation and treatment of comprehensive spine problems. This physician would be a part of the Musculoskeletal Institute and a member of the Department of Orthopaedic Surgery at UConn Health. We are looking for a highly motivated, energetic physician that is willing to collaborate and work with our outstanding spine team. They would work in a state-of-the-art Outpatient Pavilion with a competitive salary and excellent benefits package. Board eligible/board certified is preferred.

Interested candidates please go to <https://jobs.uhc.edu>, search no. 2017-203 and apply online. In addition, please send a brief letter of interest and CV to:

Augustus D. Mazzocca, M.S., M.D.  
email: [clanchetti@uchc.edu](mailto:clanchetti@uchc.edu)

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

### ***The Physiatrist* newsletter (AAPM&R)**

Size: B (4.125" x 4.375")

Issue: October/November

Deadline: 9-1

Price: \$900.00 - includes 30-day web posting

### **AAPM&R Job Board**

Duration: 60 days

Price: \$675.00

# UConn HEALTH

## Vascular Surgery Physician Opportunity

### New State of the Art Hospital and Hybrid Operating Rooms

### Farmington, Connecticut

UConn Health is actively seeking a Fellowship trained, Board Certified or Board Eligible (RPVI certification is desirable) Vascular Surgeon to join a growing Vascular Program at our nationally recognized medical center. The position includes both clinical and academic responsibilities. The candidate must have expertise in all endovascular and open vascular procedures. The position will include combined clinical and academic responsibilities. We have a referral based vascular disease practice, which includes a busy inpatient vascular service, the full scope of open and endovascular procedures and a vascular laboratory. It is expected that the candidate will develop an experimental or clinical research program, which incorporates trainees into the projects. Participation in our accredited Vascular Fellowship, General Surgery Residency and Medical Student programs is required.

Interested candidates should submit a brief cover letter and current curriculum vitae to:

Jeffrey Indes, MD, FACS  
Chief, Vascular Surgery  
UConn Health Division of Vascular Surgery  
263 Farmington Avenue, MC8073  
Farmington, CT 06030-8073  
indes@uchc.edu

Apply on line at: <https://jobs.uconn.edu/> Search Code 2016-856.

UConn Health is an Affirmative Action/Equal Employment  
Opportunity Employer M/F/V/PwD



## Journal of Vascular Surgery

Size: 1/2 page (7 x 4.75")

Issue: September

Deadline: 7-21

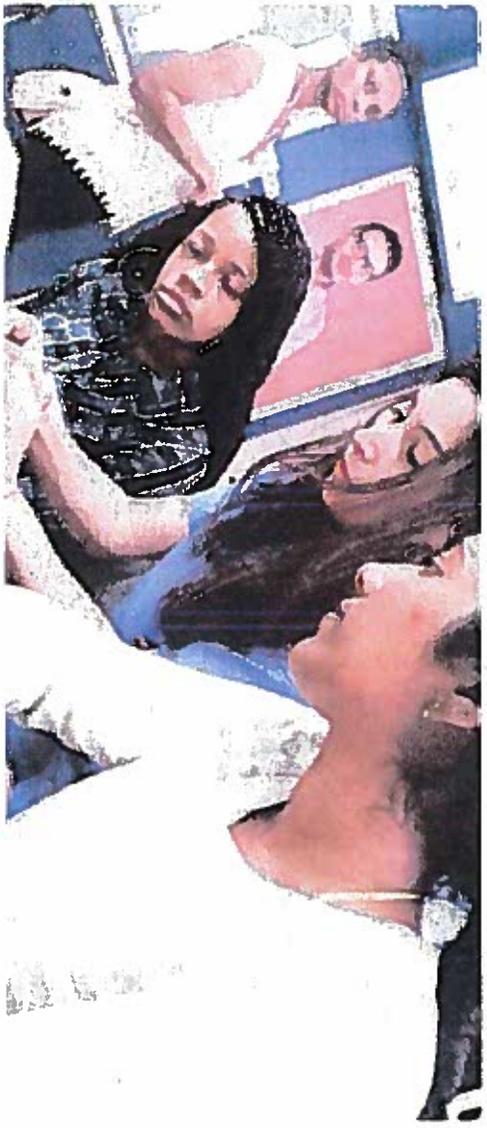
Cost: \$2,080.00

Includes 30-day web posting

SCHOOL OF MEDICINE AND SCHOOL OF DENTAL MEDICINE  
Health Career Opportunity Programs

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- Enrollment Programs
- Parents
- Recruitment
- Support Programs
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Messages From:



Major M. Hurnby, M.D.  
Founding Director

A top priority for the Schools of Medicine and Dental Medicine has long been the recruitment and retention of students from diverse groups who are underrepresented in American health care professions. The Department of Health Career Opportunity Programs actively recruits underrepresented medical and dental students and supports those who are enrolled throughout the academic year.

The continuous pipeline of programs has been successful in helping participants realize their dreams of becoming health care providers. The programs are therefore instrumental in aiding the development of the future health career workforce in the U.S.

**PROGRAMS FOR MIDDLE SCHOOL STUDENTS**  
Great Explorations Doctors Academy

**PROGRAMS FOR HIGH SCHOOL STUDENTS**  
Bridge to the Future Science Mentoring Program  
High School Early Medical/Dental Clinical Program  
High School Student Research Apprenticeship Program  
Advanced Doctors Academy  
Junior Doctors Academy  
Pre-College Academic Enrichment Program (UCOM) Short

SCHOOL OF MEDICINE AND SCHOOL OF DENTAL MEDICINE

## Health Career Opportunity Programs

Home Admissions Enrichment Programs Partners Recruitment Support Programs HPPH Newsletter

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## Recruitment

Through the Department of Health Career Opportunity Programs, the Schools of Medicine and Dental Medicine operate an extensive recruitment and outreach program to ensure a diverse applicant pool. Some of the methods used to interest qualified applicants in our program include: visits to area colleges and to historically Black colleges and universities; representation at recruitment programs throughout the country that are attended by potential applicants from diverse groups; use of community resources, direct mail and summer enrichment programs. Our own students are actively encouraged to participate in the recruitment program.



Grantville Winstford, Ph.D.  
Associate Director



Kerry Ann Stewart, Ph.D.  
Assistant Director

## Bridge to the Future Mentoring Conference

Thinking of a Career in the Health Field?

Come join us at our annual interactive conference for high school and college students.

When: April 5, 2019

Time: 8:30 a.m. to 2:30 p.m.

Where: UConn Health

View Flyer

Registration Form



## Power of Possible



Pre-College Academic Enrichment Program: Central Connecticut State University  
Pre-College Research Program: Senior Doctors Academy  
**PROGRAMS FOR COLLEGE STUDENTS**  
Bridge to the Future Science Mentoring Program  
Health Disparities Clinical Summer Research Fellowship Program  
Medical/Dental Preparatory Program  
Summer Research Fellowship Program  
**PROGRAMS FOR PARENTS**  
Parental Seminar Series

## Admissions

Applications from underrepresented students to the Schools of Medicine and Dental Medicine are reviewed by the Admissions Committee using the same criteria applied to all applications. Candidates for admission receive a full review and are selected on a competitive basis. Underrepresented candidates invited for an interview meet with the associate dean, assistant dean and/or assistant director of the Health Career Opportunity Programs office, and medical or dental students who answer questions in an informal setting. The associate dean, assistant dean, and assistant director are members of the Admissions Committee. Students also act as hosts for medical and dental school applicants.