

**Office of the Vice Provost for
Faculty Diversity and Inclusion**

**Application Guidelines for Provost's Office Funding for the
Recruitment of Faculty from Underrepresented Groups Identified Through Standard Searches
Columbia University
January 2017**

Introduction

The Office of the Vice Provost for Faculty Diversity and Inclusion is pleased to provide this announcement of Provost's Office support for faculty recruitments from underrepresented groups. This program is designed to support Schools' diversity plans, and to assist the University in meeting placement goals established in its affirmative action programs, by advancing the recruitment of outstanding underrepresented minority and female scholars in disciplines where the availability of qualified minorities and women exceeds their representation on our faculty. Our goal is that the composition of our tenured and tenure-track faculty more closely reflects the national pool of qualified candidates. Please note that the program is not intended to increase the size of the faculty above the current plans of your School. Rather, the goal is to accelerate the recruitment of faculty from underrepresented groups.

Support for the Recruitment of Faculty Identified Through Standard Searches

Schools may request funding support to assist in the recruitment of candidates identified through standard searches from groups whose availability exceeds their representation on the faculty as indicated in *Appendix 3*. The level of support provided by the Provost's Office will be predicated on the assumption that, since there was a Standard Search and Evaluation process, this was a planned recruitment for which Departmental/School funds had already been budgeted. Schools may request modest supplemental funds from the Provost's Office to make a more competitive offer.

Eligibility

The Provost's Office will only consider providing support for such candidates who are identified as top candidates for full-time, tenured and tenure-track faculty positions. Candidates must belong to a group that is eligible for funding support (see *Appendix 3*).

Application Process

Applications must be submitted by the appropriate Dean and, if applicable, the Department Chair. Please note that applications must be submitted and reviewed by the Provost's Office before an offer has been made to the candidate.

Given the limited amount of Provost's Office funding for recruitments of faculty members from underrepresented groups, Schools are strongly encouraged to develop a process for determining which funding requests will be prioritized and put forward. Departments requesting support should coordinate closely with their Deans. Applications must be submitted with the support and sign-off by the School's Dean.

Scope of Commitments

Provost's Office: The Provost's Office financial commitment is limited to three years. After that, 100% of the costs will be borne by the School and Departments.

- Lab-based faculty. The Provost's Office is prepared to provide the lesser of up to \$50K/year/3 years (total of \$150K) or 20% of offer/year/3 years for a successful application.
- Non lab-based faculty. The Provost's Office is prepared to provide the lesser of up to \$25K/year/3 years (total of \$75K) or 20% of offer/year/3 years for a successful application.

Schools: Schools and Departments are responsible for covering the remainder of costs not provided by the Provost's Office.

Note: Provost's Office funds cannot be used for capital expenditures.

Application Requirements

The Provost's Office will only consider providing support for candidates being recruited as full-time tenured or tenure-track faculty members.¹ Funding application packages must include:

- Completed cover page (see page 4 of this appendix), with all necessary signatures
- A brief proposal, up to 3 pages, from the Dean (and Department Chair, if applicable) that includes the following (each section denoted with a separate header):
 - Qualifications, accomplishments, future promise of the candidate, and whether the candidate would be recruited to a tenured or tenure-track position
 - Candidate's potential to contribute to the diversity goals of the Department/School
 - The potential of the recruitment to cause the composition of the Department/School to more closely reflect the national pool of qualified candidates
 - Process by which the candidate was selected
 - Mentoring and support efforts the hiring unit will undertake to support the professional career development of the candidate. In the case of senior candidates, provide a statement of the steps that will be taken to facilitate a successful transition into the hiring unit
- Separate statement of overall progress that the School has made in achieving its three-year diversity goals and how this application will advance the School's plan
- Budget projection and narrative (see page 5 of this appendix). We recognize that the proposed budget is based on your estimate of what it will cost to recruit the candidate. The actual budget, and Provost's award, will be based on the accepted offer letter
- Candidate's curriculum vitae

NOTE: The entire application must be submitted as one PDF file, in the order of the application requirements noted above.

¹ Current postdocs at Columbia are eligible under this RFP.

Review Process and Selection Criteria

Requests for support will be accepted and considered on a rolling basis. A committee will review the applications and will make recommendations to the Provost. Deans should expect a turn-around time of approximately 3 weeks.

Attention will be given to supporting Schools/Departments where the need to enhance diversity is most acute. Requests will be judged according to the following criteria:

- The scholarly excellence of the candidate
- The candidate's potential to contribute to the diversity goals of the Department/School
- The potential of the recruitment to cause the composition of the Department/School to more closely reflect the national pool of qualified candidates
- The mentoring and support efforts the hiring unit will undertake to support the professional career development of the candidate. In the case of senior candidates, the steps that will be taken to facilitate a successful transition into the hiring unit

Submission

Please submit the complete application to diversity-facultyrecruitment@columbia.edu with the subject line "*Application for Provost's Office Support of Faculty Recruitments*" and copy Dennis Mitchell (dmitchell@columbia.edu) and Shana Lassiter (slassiter@columbia.edu).

Contacts

Dennis A. Mitchell, DDS, MPH
Vice Provost for Faculty Diversity and Inclusion
dmitchell@columbia.edu
212-854-7161

Shana Lassiter, EdD
Assistant Provost for Faculty Diversity and Inclusion
slassiter@columbia.edu
212-851-2709

Cover Page
Application for Provost's Office Funding for
Faculty Recruitments from Underrepresented Groups
Columbia University
January 2017

Applying Academic Unit

School:
Department/Division (if applicable):
Contact Name:
Contact Title:
Email:
Phone:

Proposed Candidate

Name:
Current Title and Affiliation:
Will the candidate be hired as tenure-track or with tenure?: ___ Tenure-Track ___ With Tenure

Funds Requested

Total Amount of Provost's Office Funds Requested:

Application Checklist

Note: The entire application must be submitted as **one** PDF file, in the order listed below.

- ___ Cover Page
- ___ Proposal, from the Dean (and Department Chair, if applicable) that includes the following (**each section denoted with a separate header**):
 - **Qualifications, accomplishments, future promise** of the candidate
 - Candidate's **potential to contribute to the diversity goals** of the Department/School
 - Potential of the recruitment to cause the composition of the Department/School to **more closely reflect the national pool of qualified candidates**
 - **Process by which the candidate was selected**
 - **Mentoring and support efforts** the hiring unit will undertake.
- ___ Statement of School's progress in achieving its three-year diversity goals
- ___ Budget projection and narrative
- ___ Candidate's curriculum vitae

NAME/DEAN

SIGNATURE

DATE

NAME/DEPARTMENT CHAIR
(if applicable)

SIGNATURE

DATE

**Projected Budget
Application for Provost's Office Funding for
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Columbia University
January 2017**

Applying Academic Unit: _____

Name of Proposed Candidate: _____

PROPOSED BUDGET						
<i>Please provide an estimate of the summary projected budget needed to successfully recruit the candidate. Add lines or categories as necessary.</i>						
	Year 1	Year 2	Year 3	Total	Funds Requested from Provost's Office**	Funds to be provided from the School/Dept
Salary						
Fringe						
Other costs (please specify)*						
Total						

* Provost's Office funds cannot be used for capital expenditures and should not be assessed administrative fees.

**Standard Search: Provost's Office support cannot exceed 20% of the budget. Maximum award: \$50k/yr lab-based, \$25k/yr non-lab-based. Target-of-Opportunity: Provost's Office support cannot exceed 50% of the budget. Maximum award: \$250k/yr lab-based, \$125k/yr non-lab-based.

Please note: This budget must include all anticipated costs requiring Provost's Office support.

BUDGET NARRATIVE & JUSTIFICATION
<i>Please provide any additional commentary regarding the budget, including how Provost's Office funds will be used and the support to be provided by School/Department.</i>