

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

**Application Guidelines for Provost's Office Funding for  
Target-of-Opportunity Faculty Recruitments from Underrepresented Groups  
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.

**Target-of-Opportunity Faculty Recruitments**

While Departments/Schools will normally use the procedures described in its Standard Search and Evaluation Procedures to recruit faculty members, a hiring unit may seek a waiver from these procedures for some types of recruitments. If the candidate in question is an outstanding female or minority scholar, whose successful recruitment would bring the composition of the unit's faculty into closer alignment with the composition of the national pool of qualified candidates, then the unit may apply for a waiver, and also seek funds from the Provost's Office to support the recruitment.

**Eligibility**

The Provost's Office will 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**

The application deadline is **Monday, March 6, 2017**. For this round of applications, we anticipate having funds for approximately five (5) target-of-opportunity recruitments. The next application deadline will be in fall 2017.

Given the limited amount of Provost's Office funding, 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. Funding requests 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, with the funds coming from faculty retirements or departures, or the planned growth of faculty.

- Lab-based faculty. The Provost's Office is prepared to provide the lesser of up to \$250K/year/3 years or 50% 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 \$125K/year/3 years or 50% 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.

## Funding Application Requirements

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

- Completed cover page (see page 4 of this Appendix), with all necessary signatures
- Proposal, up to **5 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.

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<sup>1</sup> Current postdocs at Columbia are eligible under this RFP.

## **Review Process and Selection Criteria**

A committee of senior faculty members will review the applications and will make recommendations to the Provost.

The School's progress in achieving its three-year diversity objectives is an important element in evaluating applications. 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
- The School's progress in achieving its three-year diversity goals

## **Submission and Timeline**

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

Monday, March 6, 2017: Deadline for submission of proposals  
Early April: Notification

## **Tracking Progress on Recruitments**

The Provost's Office will work closely with Schools to support successful recruitments. The Provost's Office and School will identify a mutually agreeable time by which a letter of acceptance will be received from the candidate. If an acceptance letter is not received by that time, the Provost's Office commitment will be re-evaluated.

## **Contacts**

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Cover Page  
Application for Provost's Office Funding for  
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**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:** \_\_\_\_\_

<b>PROPOSED BUDGET</b>						
<i>Please provide an estimate of the summary <b>projected</b> 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)*						
<b>Total</b>						

\* 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**

<b>BUDGET NARRATIVE &amp; JUSTIFICATION</b>
<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>