**Application Guidelines for Provost's Office Funding for the
Recruitment of Faculty from Underrepresented Groups Identified Through *Standard Searches*
Columbia University
Fall 2018**

Introduction

The **Office of the Provost** is pleased to provide this announcement of funding support for faculty recruitments from groups underrepresented in the professoriate. 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 women 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 will be predicated on the assumption that, since there was a Standard Search and Evaluation process, this was a planned recruitment for which the Departmental/School had funds already 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 for funding support must be submitted and reviewed *before an offer has been made to the candidate*.

Given the limited amount of available 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. Applications must be submitted with the support and sign-off by the School's Dean.

Scope of Commitments

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. Funds will be dispensed in annual payments over three years. No lump sum payments will be made.

- Lab-based faculty: The <u>lesser</u> of up to $50K/year/3 years (total of $150K) <u>or</u> 20% of offer/year/3 years for a successful application.
- Non lab-based faculty: The <u>lesser</u> of up to $25K/year/3 years (total of $75K) <u>or</u> 20% of offer/year/3 years for a successful application.

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 /or 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 Office 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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[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 appointed by the Provost will review the applications and will make recommendations to the Provost. Hiring units 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

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Cover Page
Application for Provost's Office Funding for
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Columbia University
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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
Type of Recruitment: _____Standard Search   _____Target of Opportunity

Funds Requested

Total Amount of 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 <u>separate header</u>):**
        o **Qualifications, accomplishments, future promise** of the candidate
        o Candidate's **potential to contribute to the diversity goals** of the Department/School
        o Potential of the recruitment to cause the composition of the Department/School to
            more closely reflect the national pool of qualified candidates
        o **Process by which the candidate was selected**
        o **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   SIGNATURE   DATE
(if applicable)

Projected Budget
Application for Provost's Office Funding for
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Applying Academic Unit: _____

Name of Proposed Candidate: _____

PROPOSED BUDGET						
Please provide an estimate of the summary __projected__ budget needed to successfully recruit the candidate. Add lines or categories as necessary.						
	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**: Support provided by the Provost's Office cannot exceed 20% of the budget. Maximum award: $50k/yr ($150k total) lab-based, $25k/yr ($75k total) non-lab-based.
 Target-of-Opportunity: Support provided by the Provost's Office cannot exceed 50% of the budget. Maximum award: $250k/yr lab-based ($750k total), $125k/yr ($375k total) non-lab-based.

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

BUDGET NARRATIVE & JUSTIFICATION
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.