

**Application Guidelines for Office of the Provost Funding for
Target-of-Opportunity Faculty Recruitments from Underrepresented Groups
Columbia University
Spring 2020**

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.

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 woman 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 Office of the Provost.

Eligibility

The Office of the Provost 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 **Friday, March 6, 2020**. For this round of applications, we anticipate having funds for approximately five (5) target-of-opportunity recruitments on the Morningside campus. The next application deadline will be in the fall 2020 semester.

Given the limited amount of Office of the Provost 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. Please note that applications for funding support must be submitted and reviewed *before an offer has been made to the candidate*.

Scope of Commitments

The Office of the Provost's 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. Funds will be dispensed in annual payments over three years. No lump sum payments will be made.

- Lab-based faculty: 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 lesser of up to \$125K/year/3 years or 50% of offer/year/3 years for a successful application.

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

Note: Office of the Provost funds cannot be used for capital expenditures.

Funding Application Requirements

The Office of the Provost 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
- 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 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 the Office of the Provost 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

A committee appointed by the Provost will review the applications and will make recommendations to the Provost.

The School's progress in achieving its diversity goals 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 diversity goals

Submission and Timeline

Please submit complete applications to diversity-facultyrecruitment@columbia.edu with the subject line "*Application for Office of the Provost's Support of Faculty Recruitments*" and copy Dennis Mitchell (dmitchell@columbia.edu), Shana Lassiter (slassiter@columbia.edu), and Kristen Barnes (kb2916@columbia.edu).

Submission deadline: March 6, 2020 (notification will occur by the beginning of April)

The Office of the Provost will work closely with Schools/Departments to support successful recruitments. The Office of the Provost and the School/Department approved for funding support 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 Office of the Provost's commitment will be re-evaluated.

Contacts

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Cover Page
Application for Office of the Provost Funding for
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Columbia University
Spring 2020

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 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 Office of the Provost Funding for
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Columbia University
Spring 2020

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 the Office of the Provost** | Funds to be provided from the School/Dept |
| Salary | | | | | | |
| Fringe | | | | | | |
| Other costs (please specify)* | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

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

****Standard Search:** Support provided by the Office of the Provost 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 Office of the Provost 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 Office of the Provost support.

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