FUND to ENHANCe COMMUNITY AND INCLUSION GUIDELINES

# Background:

The Office of the Executive Vice President and Provost and the Division of Diversity, Equity, and Inclusion have created a partnership to support the recruitment and retention of outstanding tenured/tenure-track faculty who will further the UI’s goals to advance its academic mission through the recruitment of faculty underrepresented in the discipline and retention of faculty who foster community and inclusion in the discipline. .

**REPORTING PROCESS:**

At the end of each academic year, the collegiate or departmental leader (in consultation with the awardee) shall complete an **Enhancing Community and Inclusion Report Form** explaining how the funds were used and actions the unit put into place to foster a supportive and inclusive environment. The Office of the Executive Vice President and Provost will produce an annual program report tracking the success of the program in advancing the UI’s academic mission and provide it to the Division for Diversity, Equity, and Inclusion for review.

**USE OF FUNDS:**

These funds are designated to support both recruitment and retention, and they may be used in the following ways:

* Supplemental support for research supplies, equipment and/or travel funds.
* Summer salary support.
* Programmatic support for faculty member’s research agenda (e.g. conference, symposia).
* Other activities detailed by the department upon application for supplemental funds.

ENHANCING COMMUNITY AND INCLUSION (ECI) REPORT Form

To be completed by a dean, director or departmental executive officer.

# Faculty Member Supported by ECI Funds

Name: Click or tap here to enter text.

Rank: Click or tap here to enter text. Department/College: Click or tap here to enter text.

# Person Completing Form

Name: Click or tap here to enter text.

Title: Click or tap here to enter text. Department/College: Click or tap here to enter text.

# Reporting Period: Click or tap here to enter text.

## Detail how the ECI funds were used. Please note whether the funds were used as originally planned and/or if any changes were made.

Click or tap here to enter text.

## Describe how these funds contributed to advancing UI’s academic mission to recruit and/or retain faculty and students who may be underrepresented in the specific discipline.

Click or tap here to enter text.

## Identify actions the department/college put into place to foster and maintain a supportive and inclusive environment for faculty, including how the effectiveness of the actions was assessed.

Click or tap here to enter text.

# Approval

## Department/College Approval

### Departmental Executive Officer/Director

Name: Click or tap here to enter text. Title: Click or tap here to enter text. Date: Click or tap to enter a date.

DEO Signature:  Click or tap here to enter text.

### Collegiate Dean

Name: Click or tap here to enter text. Title: Click or tap here to enter text. Date: Click or tap to enter a date.

Dean Signature:  Click or tap here to enter text.

**SUBMIT COMPLETED FORM TO:**

Office of the Executive Vice President and Provost, email: [faculty@uiowa.edu](mailto:faculty@uiowa.edu)

For more information, contact [faculty@uiowa.edu](mailto:faculty@uiowa.edu), 319.335.0256.

**** [**PROVOST.UIOWA.EDU/FUND-ENHANCE-COMMUNITY-INCLUSION**](https://provost.uiowa.edu/distinction-through-diversity-fund)