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 who are underrepresented in the discipline and retention of faculty who foster community and inclusion in the discipline.

# Eligibility Criteria:

1. Tenured/tenure-track faculty appointments
2. Faculty who will advance the UI’s commitment to the recruitment and retention of faculty and students who are underrepresented in their discipline.

# 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., conferences, symposia).
* Other activities detailed by the department upon application for supplemental funds.

# Budget:

* Allocation per individual faculty member will be made up to a maximum of $60,000.
* Funds will generally be awarded on a one-time basis; applicants may request funding for two years (and in rare cases, up to three years), but the total may not exceed $60,000 for all years. Multi-year applications may be approved, pending a successful annual report warranting renewal.
* Requests for smaller amounts – such as a single $5,000 or $10,000 award – may have a better chance of being funded.

# Application Process:

* Deans, directors, or departmental executive officers shall submit a completed **Enhancing Community and Inclusion Application Form** to the Office of the Provost for review by the Associate Provost for Faculty and the Associate Vice President for Diversity, Equity, and Inclusion. Funds will be allocated on a competitive basis.
  + Deans, directors, or departmental executive officers can apply for **recruitment funds** as soon as a tenure-track faculty finalist has been identified. Applications can be submitted up to the time a formal offer is made to a new tenure-track faculty member. Funds will not be dispersed to a department in the case where the faculty recruit does not accept the offered position.
  + Collegiate or departmental leaders can apply for **retention funds** at any time during a faculty member’s tenure.
  + The Associate Provost for Faculty and Associate Vice President for Diversity, Equity, and Inclusion will review the application and inform the collegiate dean, director or DEO of the outcome of the funding request.
  + 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 Provost will produce an annual program report tracking the success of the program in advancing the UI’s academic mission.

# Application Evaluation:

Applications will be assessed competitively according to the following criteria:

* + Explanation of how the funds will contribute to advancing the unit’s effectiveness in the recruitment of underrepresented faculty in the discipline, and retention of faculty and students who demonstrate a commitment to fostering inclusion in the discipline.
  + Unit’s commitment to fostering and maintaining a supportive and inclusive environment for all faculty members. For example, efforts the unit has taken/will take to develop an inclusive atmosphere (e.g., mentoring programs, professional development workshops, invited speakers).
  + For faculty recruitment applications, current racial/ethnic/gender demographic composition of the unit’s faculty (by headcount). Demographic composition will not be considered for retention funding.
  + Proposed use of funds.

ENHANCING COMMUNITY AND INCLUSION Application Form

To be completed by a dean, director or departmental executive officer for approval and signatures.

# Faculty Candidate/Member

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.

# Dean, Director, or DEO Requesting Funds

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.

# Type of Funding Requested:

If for recruitment, anticipated start date: Click or tap to enter a date.

## Detailed description of the amount of funds requested and proposed use.

Click or tap here to enter text.

## Explanation of how the funds will contribute to advance UI’s academic mission to recruit and/or retain faculty and students who bring diversity to the discipline.

Click or tap here to enter text.

## Provide information about the specific inclusion gap in the discipline.

Click or tap here to enter text.

## Description of the unit’s commitment to and actions toward fostering and maintaining a supportive and inclusive environment for faculty.

Click or tap here to enter text.

# Proposed Budget

Requested period of funding: FYClick or tap here to enter text. Number of years requested: Click or tap here to enter text.

Total amount requested (up to $60,000): **$** Click or tap here to enter text.

If for more than one year, please detail amounts requested per fiscal year and payment schedule requested.

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.

## Central Office Approval

The Fund to Enhance Community and Inclusion will provide $      during FY      . Per request and pending annual approval, renewal possible for       additional year(s). The total award will not exceed $       and will be used to support the following:

Supplemental support for research supplies, equipment and/or travel funds.

Summer salary coverage.

Programmatic support for faculty member’s research agenda (e.g., conferences, symposiums).

Other activities as detailed below:

Click or tap here to enter text.

Associate Provost for Faculty Signature: Date: Click or tap to enter a date.

 Click or tap here to enter text.

Associate Vice President for Diversity, Equity, and Inclusion Signature: Date: Click or tap to enter a date.

 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-COMMLUNITY-INCLUSION**](https://provost.uiowa.edu/distinction-through-diversity-fund)