

Illinois State University

Educational Diversity Enhancement Program

Guidelines for 2019-20 Search for FY21 Hires

Rationale and Procedures

Illinois State University is committed to offering high-quality academic programs. Research supports the idea that academic quality is enhanced by the inclusion of diverse experiences and perspectives in the learning environment. Faculty diversity in its many dimensions is a key component of this aspect of academic quality and supports the Core Values of *Educate* • *Connect* • *Elevate* as well as the following Objectives:

- I.B: Attract and retain exceptional faculty and staff
- II.A: Support academic program offerings to meet enrollment demand in current and emerging fields of study
- III.A: Enhance diversity of faculty, staff, and student populations across the inclusion spectrum

As one means to enhance educational diversity, the Office of the Provost will provide supplemental matching funds for the recruitment and retention of outstanding new faculty through the Educational Diversity Enhancement Program (EDEP).

To attract candidates with outstanding potential to contribute new ideas and perspectives to academic programs, and in light of the documented value of such educational diversity, the appropriate Dean may request matching funds from the Associate Vice President for Academic Fiscal Management in the Office of the Provost. These requests should be made during the offer and negotiation process of the faculty search. Requests for EDEP funding will not be considered after the faculty search is completed. These matching funds are intended to supplement start-up funding and support provided by the Department/School or College

For the purposes of this program, *start-up funding* is defined as: *Funding/support designed to help faculty members launch their careers at Illinois State and is in addition to that ordinarily made available to any eligible tenured or tenure-track faculty (e.g., teaching assistants, base travel support, office supplies, standard computing equipment).*

For the purposes of this program, *enhancement of educational diversity* is defined as: *Hiring an individual who will contribute experience and perspective(s) that are currently not represented in the affected program of study.* Applications for EDEP funding should include a specific description of how the new faculty member's unique experience/perspective will enhance the educational experience of ISU students.

1. Initiating a Request

To recruit and support the retention of a faculty candidate with outstanding potential to enhance educational diversity, the chairperson/school director may request (through the Dean) Educational Diversity Enhancement Program support from the Office of the Provost for each of the first three consecutive years of employment. This request should be made while the search is ongoing, typically during the offer and negotiation process.

Matching Funds. The Provost's Office will provide up to \$5,000 for each of three fiscal years as a dollar-for-dollar match of start-up funding provided by the Department/School or College to support the new faculty

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member, as defined above. Renewal of Educational Diversity Enhancement Program funds in the second and third years of appointment is contingent on satisfactory performance and reappointment as well as ongoing accountability for previously provided support.

Funds may be used to support faculty members' professional development in the following ways: professional travel supplementation, summer salary for research or teaching-related activities (e.g., student mentoring, curriculum development, graduate committees), equipment and other start-up investments that will directly support the new faculty member's research or teaching, graduate assistant funding (beyond that provided in standard support for tenured/tenure-track faculty), research and teaching-related operating expenses, and operating expenses to support a tenured faculty member who agrees to be a mentor for the new faculty member. Please note:

1. Requests for summer salary must include a specific plan of work that identifies activities during the summer appointment and work outcomes expected at the end of the summer appointment.
2. Because EDEP funds are considered supplemental start-up, they may not be used to fund summer course assignments (whether regular summer school or FCR).
3. Mentor support funds may not be used for salary supplements, summer salary, or other Additional Payment to the mentor.

Ordinarily, EDEP funds will not be carried over to the next fiscal year (SBCed) in the absence of a convincing rationale that a sizable investment should be strategically deferred to accumulate sufficient funds.

To request Educational Diversity Enhancement Program support, the chair/director should submit a brief memo to the Dean that documents how the candidate will enhance educational diversity as defined above in teaching, research, and/or service and outlines the start-up funding tentatively being offered by the department/school and College (the chair/director and Dean should have already discussed the start-up funding). This memo should be addressed to the Dean, who will review and forward with endorsement to the Provost (or designee). Specific documentation of relevant experiences and accomplishments should be provided where possible, and the candidate's vita should be attached. In the interest of expediting negotiations, initial requests may be made in oral discussions confirmed by an email between the chair/director, dean, and Provost (or designee). Final approval will come during review of the formal written letter of intent issued to the candidate (per ASPT Policies VI.I). This offer letter will provide the written documentation of the request, with the review process confirming the Dean's and Provost's support.

Upon approval from the Office of the Provost, acknowledgement of the funds may be included in subsequent e-mails and letters. Annual renewal of funding will be contingent on the faculty member's satisfactory performance and reappointment and an acceptable accountability report that documents the use of start-up and matching EDEP funds (see Annual Reporting Form).

2. Planning and Reporting Use of Funds

Each year by October 1, the faculty member receiving EDEP funding for the year must provide a proposed budget to the department chair/school director and the dean that describes how all funds (from College, Department/School, and Provost's Office) are to be expended during the year. Further, by June 1, the department chair/school director must report to the College how the Educational Diversity Enhancement Program funds were used and provide an assessment of the new faculty member's progress. The appended

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form must be submitted to the College office verifying that the faculty member is making satisfactory progress towards promotion and tenure. The College will include these forms in a comprehensive report to the Office of the Provost of all faculty currently receiving Educational Diversity Enhancement Program funds.

3. Assessment

Each year, the Educational Diversity Enhancement Program's costs and effectiveness will be analyzed. The assessment of effectiveness will be provided by chairs/directors, who will report to the Dean and Provost faculty members' individual progress toward tenure and promotion, including their contributions to the academic experience for students and colleagues. Recommendations on how the Program might be improved will also be considered by the Provost.