

## Version 5.0 PILOT Guidelines

### ISU Faculty Diversity Enhancement Program Established FY 2023

	<b>Strategic Diversity Enhancement Program (SDEP)</b> <b>Up to \$20k (with \$16K from Office of the Provost and \$4k from departments/school/college) for 3 years*</b>	<b>Educational Diversity Enhancement Program (EDEP)</b> <b>Up to \$10K (with \$5K matching from VPAA) for 3 years*</b>
	<ul style="list-style-type: none"> <li>• The program’s goals are to enrich the student experience in the classroom and via faculty mentoring with faculty members who have a demonstrated commitment to equity, diversity, and inclusion in teaching, research, and service.</li> <li>• SDEP is a themed program of strategic hiring</li> <li>• Pre-authorization is required before search begins</li> <li>• 10-12 faculty searches will be authorized per year (initial program support is for 5 years)</li> <li>• Themes: To be identified annually in conversations between VPAA, Deans, and Chairs/Directors                             <ul style="list-style-type: none"> <li>○ Year 1: “EDIA in the Disciplines” Enhancing curricular diversity</li> <li>○ Subsequent years should be more focused and based on discussions with chairs/directors/deans (or possibly eliminated, if themes aren’t useful)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The program’s goals are to enrich the student experience in the classroom and via faculty mentoring with faculty members who have a demonstrated commitment to equity, diversity, and inclusion in teaching, research, and service EDEP offers individual hiring incentives in the form of strategic/competitive salary offers</li> <li>• EDEP offers are made at the time of the job offer and need not be pre-authorized prior to the search</li> <li>• Rationales for requests will show the applicant has a demonstrated record of (at least one category must be applicable):                             <ul style="list-style-type: none"> <li>○ Enhancing interdisciplinary diversity</li> <li>○ Enhancing faculty who have a demonstrated commitment to equity, diversity, and inclusion in their teaching, research, and service</li> <li>○ Enhancing equitable teaching practices</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Rationales for requests (at least one category must be applicable): <ul style="list-style-type: none"> <li>○ Enhancing curricular diversity for I.D.E.A.S.</li> <li>○ Enhancing interdisciplinary diversity</li> <li>○ Enhancing faculty who have a demonstrated commitment to equity, diversity, and inclusion in their teaching, research, and service</li> <li>○ Enhancing equitable teaching practices</li> <li>○ Enhancing student success and mentoring for under-served student populations</li> <li>○ Enhancing scholarship that contributes to EDIA in the discipline</li> <li>○ Enhancing SoTL scholarship in conjunction with the Framework for Inclusive Teaching Excellence</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Enhancing student success and mentoring for under-served student populations</li> <li>○ Enhancing scholarship that contributes to EDIA in the discipline</li> <li>○ Enhancing SoTL scholarship in conjunction with the Framework for Inclusive Teaching Excellence</li> </ul>
<b>HIRING CYCLE</b> April – June	Submission of proposal accompanying tenure track hiring authorization form <ul style="list-style-type: none"> <li>• Justification for funds submitted with faculty hiring request form</li> <li>• Office of the Provost decides which positions to approve</li> </ul>	Position authorization for tenure-line faculty search submitted, per standard practice
August-September	<ul style="list-style-type: none"> <li>• Chairs/Directors and Search Committee chairs (office administrator optional) attend required SDEP Orientation</li> </ul> SDEP Orientation on Committee Toolkit: <ul style="list-style-type: none"> <li>• Expanded HR training for Chairs/Directors</li> <li>• Trained Search Advocate seated on all search committees</li> </ul>	EDEP Hiring Committee Toolkit discussed thoroughly with Search Committee <ul style="list-style-type: none"> <li>• Expanded HR training for all search committees</li> <li>• Trained Search Advocate seated on search committees, where possible</li> <li>• Training in writing job ads designed to attract a diverse pool of applicants</li> <li>• Training in targeting placement of job ads</li> </ul>

	<ul style="list-style-type: none"> <li>• Training in writing job ads designed to attract a diverse pool of applicants. Language such as the following is recommended: “To demonstrate its commitment to our core values, ISU has committed \$4.5 million over a five-year period (2022-2027) to develop an incentive program with the goal of attracting candidates who advance our commitment to fostering an inclusive environment characterized by cultural understanding and engagement, ethical behavior, and a commitment to social justice. The University seeks faculty who promote equity, diversity and inclusion in their mentoring of a diverse student population. Including salary range in job ad, strongly suggested (with wording such as “The starting salary for this position is \$xxx, but can be adjusted to be commensurate with expertise and experience.”)</li> <li>• Training how to target placement of job ads</li> <li>• EDIA statements required of all applicants - A statement demonstrating the applicant’s commitment to promoting equity, diversity, and inclusion in teaching, research, and/or service</li> <li>• Search committee members trained to review redacted EDIA statements, prior to review of the CV, so that all candidates demonstrate their commitment to teaching with an awareness of the needs of diverse learners</li> </ul>	<ul style="list-style-type: none"> <li>• EDIA statements encouraged from all applicants. A statement demonstrating the applicant’s commitment to promoting equity, diversity, and inclusion in teaching, research, and/or service</li> <li>• EDIA statements are read, rated, and ranked in the context of the full review of any candidate’s dossier following the goals outlined in the matrix</li> </ul>
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	<ul style="list-style-type: none"> <li>• EDIA statements are read and ranked as “successful” or “unsuccessful” prior to the full review of any candidate’s dossier, with an evaluative rubric (i.e., Framework for Inclusive Teaching Excellence)</li> <li>• Search committee then reviews C.V.s and all other components of the application portfolio for those whose EDIA statements have been reviewed as “successful.”</li> </ul>	
September-March	<ul style="list-style-type: none"> <li>• Chairs/Directors submit recruitment plans, including job ads, EDIA statements and rubrics to Office of the Provost and HR for approval following Orientation</li> <li>• Targeted search is conducted</li> <li>• Offer letter outlines funds faculty will receive and how they are to be spent</li> <li>• Should a member of SDEP request a change to the terms of the offer at any time, the change can be approved, but a written response approving the request must be issued from the Provost Office</li> </ul>	<ul style="list-style-type: none"> <li>• Authorized tenure-line search is conducted</li> <li>• Search committee recommends need for EDEP funds</li> <li>• Receive Dean approval to offer EDEP to the candidate</li> <li>• Chair/Director complete Qualtrics form to submit justification request: <a href="https://illinoisstate.az1.qualtrics.com/jfe/form/SV_ehwRfPlaB39RYCW">https://illinoisstate.az1.qualtrics.com/jfe/form/SV_ehwRfPlaB39RYCW</a></li> <li>• AVFP and AVPAA review and approve or reject; email response sent to Dean <i>and</i> Chair/Director with decision</li> <li>• Submit offer letter using standard language in the template if approved</li> </ul>
<b>YEAR OF APPT.</b>	<b>University Faculty Support Network involvement begins</b>	<b>University Faculty Support Network involvement begins</b>
August - March	Cohorts of faculty recruited through the Strategic Diversity Enhancement Program will be included in the University Faculty Support Network to foster among them a strong sense of community, while ideally also improving faculty retention rates and encouraging	<ul style="list-style-type: none"> <li>• Cohorts of faculty receiving EDEP funding will be invited into the University Faculty Support Network to foster among them a strong sense of community, while ideally also improving faculty</li> </ul>



	<p>Renewal of the SDEP program in the second through third years of appointment is contingent on satisfactory performance, reappointment, the faculty member's active participation in the Faculty Support Network, and the timely completion of the annual feedback/assessment form designed to help us monitor the faculty member's progress through the program and the support they are receiving from the Chair/Director. Funding for the third year is contingent upon a feedback interview conducted with the designated AVP for the purposes of ensuring ISU is meeting the goals of the program.</p>	<p>Renewal of the EDEP program in the second and third years of appointment is contingent on satisfactory performance, reappointment, and the timely completion of the feedback/assessment forms to assess faculty's progress through the program and support received from the Chairperson/Director.</p>
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\* Funds may be used to support faculty members' professional development in the following ways: graduate assistant funding, professional travel to disseminate work, professional development to enhance skills (e.g., participation in the Faculty Success Program from NCFDD); summer salary for teaching or research, and other start-up investments that will directly support the new faculty member's research or teaching operating expenses.

### FREQUENTLY ASKED QUESTIONS

**1. How do I request a Strategic Diversity Enhancement Program (SDEP) hire?**

Fill out the SDEP section in the regular Position Authorization request form.

**2. Can a request for a joint hire/interdisciplinary position also include a request for SDEP funds?**

Yes, as long as the request for a hire using SDEP funds is made at the time of the Position Authorization request.

**3. Can these funds be used to retain faculty already hired?**

No, although the Academic Incentive Funds (AFI) may allow flexibility with counteroffers based on university policies and procedures.

**4. Does the hiring unit retain autonomy in the SDEP search process?**

Yes. Following standard ASPT protocols, the search committee will make a recommendation to the chair/director, who will then make a recommendation to the dean.

**5. What parts of the FDEP search committee “toolkit” is our unit required to have in place if we receive approval for an SDEP hire?**

- a. Search committee training
- b. A trained search advocate must sit on the committee

The search committee must review each candidate’s EDIA statement (written within the norms for the discipline) *prior* to evaluating the CV and other elements of the application portfolio. Only those candidates that the search committee deems to have submitted “successful” EDIA statements (as opposed to those deemed to be “unsuccessful”) will receive full consideration of the rest of their dossier. The EDIA statement will be a statement demonstrating the applicant’s commitment to promoting equity, diversity, and inclusion in teaching, research, and/or service.

**6. What are some sample EDIA statement prompts?**

- “A statement demonstrating the applicant’s commitment to promoting equity, diversity, and inclusion in teaching, research, and/or service.”
  - “Please provide a 1–2 page statement on how your teaching, research and service demonstrate a commitment to EDI based on ISU’s definitions of equity, diversity, and inclusion; examples might include scholarly work, efforts to improve access to higher education for underrepresented individuals or groups, or other contributions to diverse communities.”
- “In your portfolio, please include a 300-500 word essay that describes your personal experiences meeting the needs of diverse learners.”

- “Please describe a time that you have demonstrated your commitment to Equity, Diversity, Inclusion, and Accessibility in the classroom.”
- “How do you ensure that your teaching practices are equitable, inclusive, and accessible to all learners?”
- “What practices have you used to foster student success among underserved [or underrepresented] populations?”
- “How does your teaching practice [and/or scholarship/creative productivity] drive social change?”
- “Identify elements of creating an inclusive course climate, and describe how course climate impacts student learning, with special consideration for marginalized student populations.”
- [EDIA prompts may also direct applicants to write about scholarship/creative productivity in language appropriate to the discipline, but questions designed to elicit information about each applicant’s unique experiences are preferable to generic “diversity statements.”]
  - “Describe your beliefs and approaches to addressing discrimination and/or EDI issues in the [insert field or discipline] field with regard to the history of this discipline and, based on your experience and/or ability, opportunities for shifting towards inclusive excellence based practices in the class/field/lab.”

**7. MUST THE JOB ADVERTISEMENT INCLUDE THE ANNUAL SDEP HIRING “THEME”?**

No.

**8. MUST THE JOB AD INCLUDE INFORMATION ABOUT THE SDEP PROGRAM?**

Not necessarily, although the following language might be advantageous, in some instances:

“To demonstrate its commitment to our core values, ISU has committed \$4.5 million over a five-year period (2022-2027) to develop an incentive program with the goal of attracting candidates who advance our commitment to fostering an inclusive environment characterized by cultural understanding and engagement, ethical behavior, and a commitment to social justice. The University seeks faculty who promote equity, diversity and inclusion in their teaching, research, and service.”.

## 9. WHAT ARE MY RESPONSIBILITIES AS A CHAIR IF I HIRE AN SDEP FACULTY MEMBER?

- First, working with Academic Affairs to secure SDEP funding
- Then developing a recruitment plan (especially in regard to advertising)
- Ensuring the search is run per standard Faculty Status Committee protocols/policies and using SDEP best practices
- Negotiating the terms of the SDEP offer with the candidate
- Onboarding SDEP faculty following best practices, especially in terms of research support, teaching assignments, and service load
- Recommending strongly that SDEP faculty sit on only one or two service committees annually
- Encouraging SDEP faculty to fulfill their responsibility to participate in the Faculty Support Network
- Participate with other chairs who have also obtained SDEP faculty funding on conversations about the process
- Implement departmental service dashboard, with support from the AVPFDDL
  - <https://www.acenet.edu/Documents/Equity-Minded-Faculty-Workloads.pdf>
  - <https://education.umd.edu/sites/education.umd.edu/files/Faculty%20Work%20Activity%20Dashboards%20A%20Strategy%20to%20Increase%20Transparency.pdf>
- Annually, filling out a brief accountability report about each SDEP faculty member in your unit in a Qualtrics survey

## 10. WHAT ARE THE RESPONSIBILITIES OF FACULTY MEMBERS WHO ARE HIRED AS SDEP FACULTY MEMBERS?

- Required attendance at 2-3 Faculty Support Network events per year at the Center for Integrated Professional Development as a part of their service requirement.
- Annually filling out a brief accountability report (to help us track the funds' effectiveness) via Qualtrics
- After year 2, meeting with the designated AVP in the Provost's Office to provide feedback (in a "progress interview") to receive funding for year 3
- Performing the typical duties of the unit's faculty load, as assigned by chair/director

## 11. HOW ARE SDEP FUNDS DISTRIBUTED?

- SDEP funding is negotiated at the time of hire
- These funds may be used for the following purposes:
  - graduate assistant funding
  - professional travel to disseminate work
  - professional development to enhance skills (e.g., participation in the Faculty Success Program from NCFDD)
  - summer salary for teaching or research

- any other start-up investments that will directly support the new faculty member's research and/or teaching operating expenses
- Each award to department requires a match:
  - The Provost's Office will fund \$16,000 per year
  - The receiving department will fund \$4,000

#### **12. WHAT HAPPENS IF MY SDEP SEARCH FAILS?**

- Colleges/Schools/Departments still maintain their search allocation, but deemed ineligible for SDEP resources
- In consultation with the Provost and AVP-FP, deans will analyze the reason for the search's failure
- The search can then be run in a second year
- If the search fails two years in a row, the position request should be redefined to ensure a more successful search

#### **13. WHAT CHANGES IS ISU MAKING TO EDEP FUNDS?**

- EDEP funds will be requested via an online form (rather than email)
- EDEP faculty will be invited to participate in the University's Faculty Support Network sessions at the Center for Integrated Professional Development as part of their service requirement
- EDEP faculty will annually fill out a brief accountability report about funding expenditures, via Qualtrics, to help ISU track how/if these funds are helping
- After year 2, EDEP faculty will meet with the designated AVP in the Provost's Office to provide ISU with feedback about how the program is working (in a "progress interview") in order to receive funding for year 3
- Perform the typical duties of a faculty load, as assigned by chair/director