

Announcement
Columbia University Irving Medical Center Funding for
Faculty Recruitments from Underrepresented Groups
Spring 2020

Introduction

The **Office of the Dean of the Faculties of Health Sciences and Medicine** is pleased to provide this announcement of 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 minority and women scholars in disciplines where their availability 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.

The program has two elements:

1. Standard Search Recruitments

Schools may request funding support to assist in the recruitment of candidates identified through standard searches from groups whose availability exceeds their representation on the faculty (see *Appendix 3*). The level of support provided will be predicated on the assumption that, since there was a Standard Search and Evaluation process, this was a planned recruitment for which the Departmental/School had funds already budgeted. The scope of commitments and application process for Standard Search support are detailed in *Appendix 1*.

2. Target-of-Opportunity Recruitments

While Departments/Schools will normally use the procedures described in their 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 CUIMC (depending on the unit that will support the recruitment). *Appendix 2* details the scope of commitments and application process for Target-of-Opportunity support.

The application deadline is **Monday, March 20, 2020**. For this round of applications, we anticipate having funds for approximately five (5) target-of-opportunity recruitments, on the Medical Center campus. The next application deadline will be in the fall 2020 semester.

Application Process

Given the limited amount of CUIMC funding for both standard search and target-of-opportunity recruitments for faculty members from underrepresented groups, 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.

Eligibility and Application Requirements

Funding application requirements, the application process, and the scope of CUIMC funding commitments are detailed in the appendices: Standard Search in *Appendix 1*; Target-of-Opportunity in *Appendix 2*.

CUIMC will only consider providing support for candidates being recruited as full-time tenured or tenure-track faculty members. Candidates must belong to a group eligible for support, as indicated by *Appendix 3*.

Review Process and Selection Criteria

Standard Search Recruitments. In recognition of the time urgency usually associated with standard search recruitments, requests for support will be accepted and considered on a rolling basis. Committees appointed by the Dean of the Faculties of Health Sciences and Medicine will review the applications and will make recommendations to the Dean of the Faculties of Health Sciences and Medicine. Hiring units should expect a turn-around time of approximately 3 weeks.

Target-of-Opportunity Recruitments. The application deadline is **Monday, March 20, 2020**. Committees appointed by the Dean of the Faculties of Health Sciences and Medicine will review the applications and will make recommendations to the Dean of the Faculties of Health Sciences and Medicine. Notifications will be made in April. The next application deadline will be in the fall 2020 semester.

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Cover Page
Application for Columbia University Irving Medical Center
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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 Columbia University Irving Medical Center
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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 CUIMC**	Funds to be provided from the School/Dept
Salary						
Fringe						
Other costs (please specify)*						
Total						

* CUIMC funds cannot be used for capital expenditures and should not be assessed administrative fees.

****Standard Search:** Support provided by CUIMC 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 CUIMC 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 CUIMC support.

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