

**Application Guidelines for Columbia University Irving Medical Center
Funding for the Recruitment of Faculty from Underrepresented Groups Identified Through
Standard Searches
Spring 2020**

Introduction

The **Office of the Dean of the Faculties of Health Sciences and Medicine** is pleased to provide this announcement of CUIMC support for faculty recruitments from groups underrepresented in the professoriate. This program is designed to support the Health Science Schools' diversity plans, and to assist the University in meeting placement goals established in its affirmative action programs, by advancing the recruitment of outstanding underrepresented minority and women scholars in disciplines where the availability of qualified minorities and women 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.

Support for the Recruitment of Faculty Identified Through Standard Searches

The Health Science 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 as indicated in *Appendix 3*. The level of support 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. Schools may request modest supplemental funds from CUIMC (depending on the unit that will support the recruitment) to make a more competitive offer.

Eligibility

CUIMC will only consider providing support for such candidates who are identified as top candidates for full-time, tenured and tenure-track faculty positions on the medical center campus. Candidates must belong to a group that is eligible for funding support (see *Appendix 3*).

Application Process

Applications must be submitted by the appropriate Dean and, if applicable, the Department Chair. Please note that applications for funding support must be submitted and reviewed *before an offer has been made to the candidate*.

Given the limited amount of available funding, 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. Applications must be submitted with the support and sign-off by the School's Dean.

Scope of Commitments

CUIMC financial commitment is limited to three years. After that, 100% of the costs will be borne by the School and Departments. Funds will be dispensed in annual payments over three years. No lump sum payments will be made.

- Lab-based faculty: The lesser of up to \$50K/year/3 years (total of \$150K) or 20% of offer/year/3 years for a successful application.
- Non lab-based faculty: The lesser of up to \$25K/year/3 years (total of \$75K) or 20% of offer/year/3 years for a successful application.

Schools and Departments are responsible for covering the remainder of costs not provided by CUIMC.

Note: CUIMC funds cannot be used for capital expenditures.

Application Requirements

CUIMC will only consider providing support for candidates being recruited as full-time tenured or tenure-track faculty members.¹ Funding application packages must include:

- Completed cover page (see page 4 of this appendix), with all necessary signatures
- A brief proposal, up to **3 pages**, from the Dean (and /or Department Chair, if applicable) that includes the following (each section denoted with a separate header):
 - Qualifications, accomplishments, future promise of the candidate, and whether the candidate would be recruited to a tenured or tenure-track position
 - Candidate's potential to contribute to the diversity goals of the Department/School
 - The 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 to support the professional career development of the candidate. In the case of senior candidates, provide a statement of the steps that will be taken to facilitate a successful transition into the hiring unit
- Separate statement of overall progress that the School has made in achieving its three-year diversity goals and how this application will advance the School's plan
- Budget projection and narrative (see page 5 of this appendix). We recognize that the proposed budget is based on your estimate of what it will cost to recruit the candidate. The actual budget, and CUIMC award will be based on the accepted offer letter
- Candidate's curriculum vitae

NOTE: The entire application must be submitted as one PDF file, in the order of the application requirements noted above.

¹Current postdocs at Columbia are eligible under this RFP.

Review Process and Selection Criteria

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.

Attention will be given to supporting Schools/Departments where the need to enhance diversity is most acute. Requests will be judged according to the following criteria:

- The scholarly excellence of the candidate
- The candidate's potential to contribute to the diversity goals of the Department/School
- The potential of the recruitment to cause the composition of the Department/School to more closely reflect the national pool of qualified candidates
- The mentoring and support efforts the hiring unit will undertake to support the professional career development of the candidate. In the case of senior candidates, the steps that will be taken to facilitate a successful transition into the hiring unit

Submission

CUIMC:

Please submit the complete application with the subject line "*Application for CUIMC Support of Faculty Recruitments*" to Anne Taylor (ataylor@columbia.edu) and Mandy Lin (ml4499@cumc.columbia.edu).

Contacts

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