

Excellence Through Diversity – Search Committee Mini-grants
ADVANCE, Cal Poly Pomona University
2007-08
Request for Proposals

A signed original and two copies of the application are due in the ADVANCE Office (9-169) by 5:00 p.m. on November 16, 2007.

The ADVANCE Office is pleased to announce the Excellence Through Diversity – Search Committee Mini-grants program for 2007-08, funded by NSF and CPP ADVANCE. The purpose of the mini-grant program is to assist search committees who are innovative in developing ways to increase diversity in their applicant pool and in their faculty hires.

Under-representation of certain population groups in higher education means a lack of diverse role models for our students and isolation for the minority faculty. Removal of barriers that limit under-represented groups' participation at the faculty level will benefit students, faculty, and enhance the reputation of the department and Cal Poly Pomona. Search Committees that make a concerted effort to increase diversity in their recruitment practices are the standard bearers for the entire university. CPP and ADVANCE looks forward to supporting Search Committees in these efforts by providing the necessary funds to accomplish an action plan that the Search Committee has identified to increase diversity in its applicant pool. The action plan does not need to involve an immediate search and can be an on-going plan to ensure the success of future searches.

The Awards

A total budget of \$10,500 is available for this funding period. The amount of individual awards will depend on the cost of what is needed to accomplish the action plan being proposed. Please explain if a partial award would be helpful. Some examples of activities that can be funded with this mini-grant are

- Travel to Ph.D. granting minority institutions for recruiting.
- Release time for search committee members for a specific task identified in the action plan.
- Bringing potential applicants to visit CPP.

We welcome your ideas for what a successful strategy will be. The ADVANCE office also has many resources on recruiting best-practices. We encourage you to review these documents in designing your action plan.

How to Apply

A successful application will include a cover letter, an action-plan, and a budget.

The 1-page *cover letter* should include following information:

- Department

- College
- Name and rank of Search Committee Chair
- Name and rank of all Search Committee members
- Total number of full-time tenure-track faculty in the department
- Type of diversity you are looking to increase (age, gender, ethnicity, disability, etc.) with a brief justification.
- Start- and end-date of the search that will be affected by the proposed action plan.
- Total mini-grant amount requested
- The cover letter need to be signed by all members of the Search Committee submitting the application.

The *action plan* should be no longer than 3 pages and will describe the activities that the Search Committee will be involved in between Dec. 2007 – Dec. 2008 to increase diversity in its future or current applicant pool. Please also include why you think these activities will be effective.

The 1-page *budget* will list the items/activities in the action plan that require funding with the estimated cost for each item/activity.

Proposal Review Process

The Search Committee members will meet with the ADVANCE Scholar on Recruitment and a representative from the Diversity Office for a brief interview prior to the final award decision. The applications will be evaluated based on

- Whether the action plan is realistic.
- Whether the action plan is based on established research and published best-practices.
- Level of commitment from the Search Committee and the department.
- Although all action plans will be considered, Search Committees with a search to commence between Dec. 2007 – Dec. 2009 will be preferred.

Post-Award Evaluation

In order to learn from the Search Committees' successes so that the entire campus can benefit, the ADVANCE office would like to conduct a thorough evaluation of the action plans and the resulting searches. Each Search Committee awarded the minigrant will be asked to participate in an interview and file a written report with the ADVANCE office. The action plan and results from the searches can also be published and/or reported to the campus and NSF (following all privacy rules and regulations).