

Dean's Office Search Committee Travel Grants
College of Science and College of Engineering, Cal Poly Pomona University
2007-08
Request for Proposals

The College of Science, the College of Engineering, and the ADVANCE office are pleased to announce the Search Committee Travel Grant program for 2007-08. The purpose of travel grant program is to assist faculty search committee members with travel to recruit candidates who will increase the diversity of their applicant pool. One effective method for recruiting under-represented candidates is to visit Universities or national meetings to help potential candidates and nominators better understand the opportunities Cal Poly Pomona offers. CoS and CoE will support travel by search committees or individual faculty members to help increase the size and diversity of their applicant pools.

The Awards

Awards of up to \$500 will be made to supplement travel of search committee members or individual faculty members to attend conferences or visit universities to actively recruit candidates for the position who are traditionally underrepresented in the field of the search. If the travel is to attend a conference, the Colleges will also cover a portion of registration fees not covered by Presidential or departmental travel funds.

How to Apply

A signed original and two copies of the application are to be turned in to your dean's office. Applications will be accepted on a rolling basis but must be submitted at least one month prior to proposed travel.

A successful application will include the following information:

1. Name and academic rank
2. Department
3. College
4. Are you a member of the department Search Committee?
5. Total number of full-time tenured and tenure-track faculty in the department.
6. Type of diversity you are looking to increase (age, gender, ethnicity, disability, etc.) with a brief justification.
7. Destination of travel and how the travel will increase the type of diversity stated in (6).
8. Type of activity you will engage in to actively recruit under-represented candidates during this trip.
9. Start- and end-date of the search that will be affected by the proposed travel.
10. Source of funding for the remainder of your travel costs.
11. Please sign this document.

Proposal Review Process

The Dean's office, with the assistance of the ADVANCE office, will review the application and give its decision within 2 weeks of application submission.

Post Award Evaluation

In order to learn from the your successes so that the entire campus can benefit, the dean's office requires that all awardees report on the following:

1. Names of prospective candidates that you spoke to personally.
2. The type of presentation that you made (seminar, informal talk, panel discussion, etc.) and the title of the presentation.
3. How effective did you think your efforts were and why?
4. What do you recommend as strategies for improving future search committee travel grants?