

To: Collegiate Deans
From: Marcella David,
Special Assistant to the President for Equal Opportunity & Diversity
and Associate Provost for Diversity
Date: December 15, 2007
Re: FDOP Policy

FACULTY DIVERSITY OPPORTUNITY PROGRAM (FDOP)

History and Purpose

Beginning in fiscal year 1992-93, the Office of the Provost established a pool of funds to enhance collegiate efforts to recruit and retain persons in fields in which they are traditionally underrepresented. The Faculty Diversity Opportunity Program, administered through the Associate Provost for Diversity, was used to support the first several years of a newly recruited faculty member's tenure at the University. After this initial period, the college provided a permanent source of funding for the faculty member's salary and the FDOP funds were returned to the pool to support future faculty hires.

Beginning FY06, significant changes were made to the FDOP Program in order to help colleges and departments cover the cost of recruiting faculty in a very competitive market. New FDOP allocations will typically be up to \$40,000, available to support the hiring of a new faculty member who is a target of opportunity and whose addition will improve the diversity of the requesting college.

The priorities to be considered when awarding FDOP funds are as follows:

- The candidate is from a community historically underrepresented in the field;
- The candidate is a target of opportunity; FDOP funds should ordinarily be used to fund an otherwise needed position;
- Ordinarily, FDOP funds should not be used to fund the hire of post-Docs;

Requests for Funding

Requests to the Provost for funding from the Faculty Diversity Opportunity Program should be conveyed to the Associate Provost for Diversity. Requests should originate from the Office of the Dean or designated Associate Dean of the college. Requests should ordinarily be submitted by February 1, but may be submitted at any time.

Requests for funds should be made in the form of a letter and attachments that include the following points.

- **Quality** How would the proposed hire enhance the quality of the departmental/collegiate faculty? (Brief, strong statement supporting the individual's qualifications is necessary and should be accompanied by the curriculum vitae and available supporting letters from the department, peers, or references.)
- **Diversity** How will the proposed hire increase the diversity of the college's faculty? (Brief statement; please note here if the candidate is an international candidate.)
- **Recruitment Plan** Is the proposed hire part of ongoing or planned faculty recruitment? Is this candidate a target of opportunity or will or she fill an otherwise needed position? (Provide the Office

of Affirmative Action requisition number for an ongoing search and the current status, and a copy of all announcements for searches from that department.)

- **Appointment** What is the expected date(s) and type of appointment(s)?
- **Costs** What are the total costs, including any salary, start-up, etc. for the current fiscal year; for subsequent fiscal years? (On an attached sheet, provide a detailed cost breakdown, indicating what portion of the costs are being requested from FDOP funds, other Provost's Office funds, other central administrative units, such as Vice President for Research, external funding sources and what costs will be borne by the college and department.)
- **Mentoring and Continuity** What are the college's plans for mentoring the candidate once hired and reviewing his or her professional progress? (Requests that lack a plan for mentoring, continuity and follow-up are unlikely to receive favorable consideration.)
- **Contact** Who in the college and department(s) will be the responsible representative(s) or contact(s) for the proposed activity?

In the interest of efficiency, all of the above points should be addressed in a one-page letter, with attached materials as needed.

Requests for Assistance (Other than Funding)

The Faculty Diversity Opportunity Program, through the Associate Provost for Diversity and the Collegiate Diversity Group of Associate Deans and Directors, maintains close working relationships with the Associate Provost for Faculty, the Office of Equal Opportunity and Diversity, the Graduate College, Dual Career Network, and with other central administrative units to assist, coordinate and promote the recruitment and retention of minority faculty and women faculty in fields in which they are traditionally underrepresented. The Program also maintains connections with a wide variety of individuals, groups, and programs across the University and the Iowa City community that can assist colleges and their constituent departments with faculty recruitment and retention activities. Ordinarily, requests for assistance by departments should come through the Office of the Dean, or designated Associate Dean (Collegiate Diversity Group member), to the Associate Provost for Diversity.

Assistance is available for:

- **Expanding Recruitment** Expanding media, advertisement, identification of databases and directories, national organizations, and other contacts to increase the pool of faculty applicants and recruits.
- **University Community Resources** Arranging meetings with faculty candidates to acquaint them with opportunities across the University, including interdisciplinary academic and research programs, cultural/social activities, campus groups, and other programs outside departmental or collegiate units.
- **Spouses/Partners** Through the **Dual Career Network** office, professional job search assistance and career guidance is available to faculty recruits.
- Programs in faculty development, mentoring, leadership, gender-equitable teaching designed to enhance the participation and advancement of women professionals.
- Assisting in organizing campus visits and social activities to connect faculty recruits with appropriate University and local community people, groups, and resources.

Please also consider utilizing the resources of the University of Iowa's Recruitment Ambassador Program or contacting the leadership of the African American Council, the Council on Disability Awareness, the Council on the Status of Latinos, the Council on the Status of Women, the Native American Council and the University of Iowa Lesbian, Gay, Bisexual, Transgender Staff and Faculty Association.

Any questions related to these guidelines should be directed to the Associate Provost for Diversity.