

**Application Guidelines for Columbia University Irving Medical Center  
Funding for Faculty Recruitments from Underrepresented Groups  
Target-of-Opportunity  
Spring 2021**

**Introduction**

The **Office of the Dean of the Faculties of Health Sciences and Medicine** is pleased to provide this announcement of funding 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 scholars from historically underrepresented groups 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.

**Target-of-Opportunity Faculty 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 scholar from a historically underrepresented group, 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).

**Eligibility**

CUIMC will 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*).

Under the new hiring rules announced by Interim Provost Ira Katznelson on March 26, 2020, Schools may need to file an exception request, addressed to Interim Provost Ira Katznelson and endorsed by Vice Dean for Academic Affairs Anne L. Taylor in order to move forward with the hiring process for these recruitments.

**Application Process**

The application deadline is **Wednesday, February 17, 2021**. 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 cycle will be summer 2021.*

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. Funding requests must be submitted with the support and sign-off by the School's Dean. Please note that applications for funding support must be submitted and reviewed *before an offer has been made to the candidate.*

### 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, with the funds coming from faculty retirements or departures, or the planned growth of faculty. Funds will be dispensed in annual payments over three years. No lump sum payments will be made.

- **TOO Lab-based faculty:** The lesser of up to \$250K/year/3 years (total of \$750K) or 50% of offer/year/3 years for a successful application.
- **TOO Non lab-based faculty:** The lesser of up to \$125K/year/3 years (total of \$375K) or 50% 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.<sup>1</sup> Funding application packages must include:

- Completed cover page with all necessary signatures
- A brief proposal, **up to 5 pages**, from the Dean (and Department Chair, if applicable) that includes the following. Please denote each section 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.

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<sup>1</sup> Current postdocs at Columbia are eligible under this RFP.

## Review Process and Selection Criteria

A committee 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.

The School's progress in achieving its three-year diversity objectives is an important element in evaluating applications. Attention will be given to supporting Schools/Departments where the need to enhance diversity is most acute. ***Priority consideration will be given to Schools/Departments that utilize a cluster hiring mechanism to notably contribute to the diversity goals of the School.*** 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
- The School's progress in achieving its diversity goals

## Submission

Please submit the complete application with the subject line "*Application for CUIMC Support of Faculty Recruitments*" to Anne Taylor ([ataylor@columbia.edu](mailto:ataylor@columbia.edu)) and Mandy Lin ([ml4499@cumc.columbia.edu](mailto:ml4499@cumc.columbia.edu)) **no later than Wednesday, February 17, 2021**. If you have any questions during the submission period, please contact Mandy at [ml4499@cumc.columbia.edu](mailto:ml4499@cumc.columbia.edu).

CUIMC will work closely with Schools/Departments to support successful recruitments. CUIMC and the School/Department approved for funding support will identify a mutually agreeable time by which a letter of acceptance will be received from the candidate. If an acceptance letter is not received by that time, CUIMC commitment will be re-evaluated.

## Contacts

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