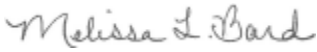


**MEMORANDUM**

**DATE:** November 3, 2017

**TO:** Provosts and Vice Presidents for Academic Affairs

**CC:** Presidents

**FROM:** Melissa Bard   
Vice Chancellor for Human Resources

**SUBJECT:** Call for Proposals – Advancing Faculty Diversity

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The CSU's 2017-18 budget includes a \$2 million allocation to support best practices in equal employment opportunity and enhance the diversity of CSU faculty. The bulk of these one-time resources will be used to provide grants to 6-8 campuses (anticipated average award of \$250,000) for focused projects designed to improve faculty diversity at a campus or college level. Awards must fund activities over the 2018 calendar year, associated with either the 2017/18 or 2018/19 tenure-track recruitment cycle; all funds must be expended by December 31, 2018. In recognition of the considerable differences in size and level of faculty hiring among CSU campuses, proposals may be targeted to a single college at a campus (if significant levels of hiring are expected) or may be for campus-wide initiatives; however, only one proposal may be submitted from a campus.

**Criteria for review**

- Sufficient hiring planned in 2017/18 and/or 2018/19 to be able to discern whether the interventions had an impact.
- Potential to improve faculty diversity, especially in areas where lack of diversity is a particular concern, such as STEM disciplines.
- Evidence of university commitment to improving diversity of the faculty, including examples of "best practices" already in place.
- Commitment of appropriate resources to ensure the plan can be implemented.

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

- Involvement of faculty in implementation of the plan.
- Plan for sustainability of efforts and potential translatability to other campuses within the CSU.
- An evaluation plan with appropriate metrics.
- Budget that supports the planned activities.

### **Materials to submit**

- Contact information for the lead for the campus project: Name, title, email, phone, assistant to copy (if any)
- Description of project (5 page maximum). Provide a comprehensive description of the project, including a description of efforts already underway to increase faculty diversity, best practices already in place, and new strategies, interventions, and practices that will be piloted during 2018. Note that while, given the one-time nature of the funding, the proposed activities should focus on recruitment, the plan may also include components that support long-term faculty retention. If efforts will be concentrated in a single college, provide context for why that unit was chosen. Explain the need for the project, based on either room for improvement in the presence of under-represented minority faculty and/or women, or a significant opportunity to enhance diversity. The project description should provide evidence of commitment of campus leadership to the project, and the role to be played by faculty. The proposal should document current and past efforts to enhance faculty diversity, and should provide a plan to continue and potentially expand these efforts while engaging in new efforts.
- Gender, race, and ethnicity of tenure-track faculty at the campus/college, broken out by rank.
- Tenure-track faculty hiring plans for the campus/college for 2017/18 and 2018/19, as applicable.
- Evaluation plan. The plan should describe the metrics that will be used to measure the success of the efforts, including recruitment outcomes (diversity of candidate pools, finalists, new hires) as well as any other proposed measures.
- Budget for the program. A maximum of \$300,000 may be requested. Examples of potential expenses would include (but are not limited to) recruiting, advertising, and search costs, start-up funding, assigned time buy-outs, training costs, costs associated with development of improved search processes, consulting costs, funding to support additional hiring from a single pool, and other one-time expenditures that support the project. Funds must be expended or committed by December 31, 2018.

**Submission Deadline:** Close of Business Thursday, **November 30, 2017**. Submissions should be sent to Margaret Merryfield, Assistant Vice Chancellor, Academic Human Resources ([mmerryfield@calstate.edu](mailto:mmerryfield@calstate.edu)).

Awards will be announced by **December 18, 2017**.

Campus leads for funded projects will provide updates on their progress during regularly scheduled meetings (typically via Zoom or telephone) with an advisory group consisting of Chancellor's Office staff and campus representatives, beginning in spring 2018. Progress reports will be due July 1, 2018, January 5, 2019, and July 1, 2019 (where final outcomes from recruiting in 2018/19 are expected). In addition, campuses receiving funding will be asked to present their plans as part of a system-wide meeting for campus teams in late spring 2018 that will be focused on best practices in recruitment. Campuses may also be asked to provide information and data as needed for reporting to the legislature.

For additional information, please contact Margaret Merryfield at (562) 951-4503 or [mmerryfield@calstate.edu](mailto:mmerryfield@calstate.edu).

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