

**SCU College of Arts and Sciences Dean's Inclusive Excellence Postdoctoral/Post-MFA  
Fellowship Program**

**Call for Proposals from Departments 2020-2021**

**Overview**

Advancing inclusive excellence is a campus-wide goal reflected in Santa Clara's Jesuit values and traditions. As stated in the Fundamental Values of the University's Strategic Plan, "We cherish our diverse and inclusive community of students, faculty, staff, administrators, and alumni, a community that is enriched by people of different backgrounds, respectful of the dignity of all its members, enlivened by open communication, and caring and just toward others."

The purpose of the College of Arts and Sciences Dean's Inclusive Excellence (IE) Postdoctoral/Post-MFA Fellowship program is to support the early development of teaching scholars who are from historically underrepresented groups. We hope that our program serves to increase the diversity of faculty members in the academy and at Santa Clara University.

Our program utilizes two models (described below) in order to provide mentored teaching and scholarship opportunities for Fellows in all disciplines represented in the College. We anticipate funding two or three new IE post-docs/post-MFAs annually. In both models, IE post-docs/post-MFAs (hereafter termed Fellows) will be paired with faculty mentors who will receive support from the College for their service in that capacity. All Fellows and faculty mentors are expected to participate in campus conversations regarding inclusion and diversity.

**Salary, benefits and responsibilities**

Fellow Salary: \$58,937 plus \$21,217 for benefits (includes two full-time summers)

Fellow Relocation stipend (taxable income): \$2,000

Fellow Annual professional development funds: \$5,000 (two conferences + supplies)

Faculty mentors may request funds of up to \$2,500 annually through the standard Dean's grant system to accompany Fellows to annual professional conferences and/or participate in an AJCU Fellows conference.

Fellow Responsibilities:

A. Teaching – **Model One: one course/year (Y1); two courses/year (Y2).**

**Model Two: three courses/year (Y1); four courses/year (Y2).**

B. Scholarship-include undergraduate students as appropriate.

C. Service – contribute to Inclusive Excellence Initiative.

Fellows will participate in a consortium of AJCU Inclusive Excellence Post-docs led by SCU's Office of Diversity and Inclusion, and will also be enrolled through the University's Faculty Development Program in a National Center for Faculty Development and Diversity online learning and mentoring community.

Faculty Mentor Responsibilities:

A. Mentor Fellow in teaching, scholarship and service.

B. Attend up to two conferences with their mentee (one professional conference in area of specialization and one AJCU Fellows conference).

### **Model 1 (50:50 match to external funding)**

Faculty members wishing to include a Fellow in their grant proposals must request approval by their Dean who will consult with the Associate Provost for Diversity and Inclusion (submit proposal abstract, draft budget, and a two-paragraph description of the Fellow mentoring plan).

Requirements for Proposals from Departments:

- Early drafts of PI proposals may be submitted to the Dean's office as proposals to be considered for IE Fellow support.
- Proposals must include the content listed below (may be part of the proposal or an appendix as appropriate).
- Proposals for Model 1 are due to the Dean's office at least three months before the funding agency's deadline for proposal submission.

Proposal Content:

- Mentoring plan that must include how a Fellow will be integrated into the department and campus (maximum two pages).
- Teaching plan.
- Scholarship plan (must be connected to department scholarship standards).

- Summary of departmental conversation about the proposal.

#### Evaluation of Proposals:

- Clarity and quality of mentorship, teaching and scholarship plans.
- Potential for success – including the potential impact on the department / discipline/ College/ University.

#### Search and Hiring Process:

- Since the definition of historically underrepresented is discipline specific and may change over time, the definition will be clarified by ODI prior to the development of the advertising plan.
- Advertising plan will be developed to maximize visibility of the ad to prospective candidates.
- Search and hiring process to be determined in consultation with the dean's office.

Generally, PI will review applications, conduct phone interviews and work with department chair to create short list of candidates to invite for campus interviews. Campus interviews will include individual meetings with the department chair, Ray Plaza of the Office of Diversity and Inclusion, and a representative of the dean's office. PI and chair will identify the finalist and make a joint recommendation to the Dean.

Candidates will be assessed using the following criteria:

- A. Scholarly potential (number and quality of publications and works in progress; short-term potential of research; long-term potential of research).
- B. Teaching potential (ability to teach at the undergraduate university level; interest in and potential to mentor undergraduate students in research and/or internships).
- C. Contribution to University, College, and Department priorities (understanding and support of the University's Jesuit mission; experience/interest in working with diverse constituencies; interest in participating in IE PD cohort).

#### **Model 2 (100% funded by the Dean's office)**

Every department/program in the College is eligible to submit a maximum of one proposal each year (joint proposals between multiple departments/programs will be accepted and not count as the sole proposal for each department/program).

#### Requirements for Proposals from Departments:

- Proposals should identify a faculty member as mentor or a mentoring team (maximum of two faculty members).
- In consultation with the Office of Diversity and Inclusion, the Dean will select proposals to move forward to the search and hiring process.
- Priority will be given to individuals/programs/departments that are not currently participating in the program.
- Proposals for Model 2 are **due on May 15**.

#### Proposal Content:

- Mentoring plan that must include how a Fellow will be integrated into the department and campus (maximum two pages).
- Teaching plan.
- Scholarship plan (must be connected to department scholarship standards).
- Summary of departmental conversation about the proposal.

#### Evaluation of Proposals:

- Clarity and quality of mentorship, teaching and scholarship plans.
- Potential for success – including the potential impact on the department/ discipline/ College/ University.
- Decisions will be made regarding proposals by June 1.

#### Search and Hiring Process:

- Since the definition of historically underrepresented is discipline specific and may change over time, the definition will be clarified by the Office of Diversity and Inclusion prior to the development of the advertising plan.
- Advertising plan will be developed to maximize visibility of the ad to prospective candidates.
- Ads will be posted by October 1; applications are due by December 15.

- Departments/programs will review Fellow application materials and conduct phone/Skype interviews to determine their top five candidates. The list of top five candidates to the Dean's office by January 15.

An IE PD Committee – made up of one representative each of ODI, the Dean's office, and each department that is conducting an IE Post-doc search this cycle – will review the department's recommendations and create a short list of three candidates to invite for campus interviews.

- The campus interview schedule will include meetings with the intended host department/program and with the IE PD Committee. Interviews will be completed by March 1.
- The IE PD Committee will forward their recommendation to the Dean by March 10. Dean will negotiate offers.

Candidates will be assessed using the following criteria:

- A. Scholarly potential (number and quality of publications and works in progress; short-term potential of research; long-term potential of research).
- B. Teaching potential (ability to teach at the undergraduate university level; interest in and potential to mentor undergraduate students in research and/or internships).
- C. Contribution to University, College, and Department priorities (understanding and support of the University's Jesuit mission; experience/interest in working with diverse constituencies; interest in participating in IE PD cohort).