2020 CALL FOR PROPOSALS and RENEWALS

Issued by the Office of Diversity, Equity & Inclusion
State University of New York

Issue Date: May 18, 2020
Submission Deadline: August 1, 2020
Call To: All Campus PRODiG Committee
2020 CALL FOR PROPOSALS/RENEWALS
PRODiG (Promoting Recruitment, Diversity, Opportunity, Inclusion and Growth)

BACKGROUND:
PRODiG aims to increase the representation of underrepresented minority (URM) faculty and women faculty in STEM and health fields in which women are underrepresented (WSTEM). Each of these underrepresented groups face persistent barriers to social and economic mobility both as students and after graduation. Increasing the representation of faculty members who understand, and have overcome, race- and gender-based barriers is important to the success and well-being of underrepresented students. Indeed, it promotes the success and well-being of all students.

PRODiG engages SUNY campuses in reducing barriers to diversity in faculty recruitment and retention by examining their institutional data, better understanding the barriers, and strategically planning to increase faculty diversity through a variety of methods, including the adoption of best practices. In exchange for improving recruitment and retention processes and demonstrating progress toward the goals articulated in those plans, PRODiG provides salary support for eligible URM and WSTEM faculty who rise to the top of applicant pools in open, competitive searches. Campuses will use these funds, in part, to advance campus PRODiG goals, and support the success of PRODiG Faculty at appropriate levels.

Thus, PRODiG’s objectives are two-fold: engaging SUNY campuses in reducing barriers to faculty recruitment and retention, and providing role models to promote the success of students who may see themselves as faculty in the future. With PRODiG, SUNY takes the long view that today’s high school students are the PRODiG Faculty of tomorrow.

PRODiG’s focus on removing barriers to faculty diversity by improving processes and practices in no way condones hiring faculty on the basis of legally impermissible factors. In the resource-constrained environment prompted by the COVID-19 pandemic, campuses should be vigilant in maintaining employment practices that are fair and unbiased.

ANTICIPATED OUTCOMES:
In the next decade, SUNY will --

Roughly double the number of faculty members who are women in STEM fields, and health fields in which women are underrepresented and/or underrepresented minorities by removing barriers to diversity in the faculty recruitment and retention process;

• Cultivate a pipeline of WSTEM and URM students (undergraduate and graduate) through early talent identification, mentoring and career development;

• Attract and keep significantly more faculty candidates who are URM or WSTEM through enhanced recruitment and retention efforts (e.g., diversify applicant pools for faculty positions, conduct exit interviews to better understand reasons why URM and WSTEM faculty separate from service);

• Support URM and WSTEM faculty success through a cohort-based approach that provides mentoring, networking and professional development; and

1 A pronounced gap exists between the college enrollment and degree attainment rates of certain racial and ethnic groups (Hispanic/Latin, African American, Native American, Pacific Islander) and their white and Asian counterparts due to several disparities, including the quality of elementary and secondary education, family income, college counseling, racial isolation and other factors. Janie Buchman and Ronald Brownstein, "The Concentration of Poverty in American Schools," The Atlantic, February 29, 2016.
Better understand opportunities and challenges for reducing barriers to faculty diversity through the collection of longitudinal data, dashboards and performance metrics.

Achieving these outcomes has become significantly more challenging in light of the global COVID-19 pandemic and its devastating impact on the New York State budget. SUNY is operating in an environment of fiscal uncertainty. While the Chancellor’s commitment to PRODiG and its pipeline initiatives (PRODiG Faculty, PRODiG Fellows, PRODiG STEM Scholars) is unwavering, campuses should bear in mind that aspects of these programs may change to meet the budget challenges SUNY faces.

ELIGIBILITY:

- All state-operated SUNY campuses and community colleges are eligible to apply for PRODiG funding. The contract colleges are invited to participate in PRODiG, provided they are funded by the private college or university in which they reside.
- Campuses whose PRODiG Proposals were submitted and approved in 2019 must submit a 2020 PRODiG Renewal Application (and be granted renewal of PRODiG eligibility in 2020) in order to receive faculty salary support for qualified faculty with academic date in rank from July 1, 2020 to June 30, 2021 (also known as PRODiG Cohort 2).
- Campuses that did not submit PRODiG Proposals in 2019 must submit a 2020 PRODiG Initial Proposal (that is subsequently approved) in order to become eligible for salary support of faculty in PRODiG Cohort 2.

EXPECTATIONS OF PARTICIPATING CAMPUSES:

All participating campuses are expected to adopt best practices to remove barriers to diversity in faculty hiring, including:

- Convening and maintaining a dedicated, diverse PRODiG Committee broadly drawn from faculty hiring and graduate pipeline “influencers” and leadership across the campus to ensure a collective, centralized campus focus on the impediments to faculty diversity, as well as strategies for removing them across the academic units;
- Financially supporting advancement of campus PRODiG goals, and the success of PRODiG-funded faculty at “appropriate” levels (e.g., funding professional development, participation in PRODiG Cohort activities, conference fees/travel, and professional association membership dues);
- Conducting exit interviews to understand the reasons why URM and WSTEM faculty separate from service on your campus;
- Maintaining an applicant tracking system within the Human Resources function; and
- Identifying in all faculty searches the Available Labor Pool, quantifying its diversity, and comparing its diversity to the diversity of the Applicant Pool.

FACULTY SALARY SUPPORT:

- Eligibility Requirements:

In order to be eligible for salary support, the faculty search and faculty member must meet the following criteria:

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Faculty Eligibility</th>
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<tbody>
<tr>
<td>Must be a search for a full-time, tenure-track faculty position</td>
<td>Candidate is a member of a traditionally under-represented group (Hispanic or LatinX, African American or Black, Native American, or Pacific Islander) or a woman teaching in a STEM field (as defined by DHS CIP codes) or a woman teaching in a health field in which women are underrepresented: <a href="https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf">https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf</a> A list of PRODiG Health fields is provided in the FAQs of the PRODiG Website.</td>
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<tr>
<td>Search must be open (e.g., not limited to current campus employees) and advertised broadly</td>
<td>Candidate is a U.S. Citizen or Lawful Permanent Resident (i.e., does not require a visa to work in the US)</td>
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</table>
Search must be competitive (e.g., no search waiver)

Candidate meets all of the criteria contained in the job description

URM or WSTEM faculty member must rise to the top of the applicant pool on the basis of merit

WSTEM candidates must teach in a WSTEM discipline or a health field in which women are underrepresented (e.g., a STEM Ph.D. hired to teach in the Humanities would not be eligible). The list of the applicable PRODiG Health CIP codes can be found here.

- Tiered funding allocations:
  For full-time, tenure-track faculty who meet the eligibility requirements, the campus receives three years of salary support, at the following rates:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage of Salary</th>
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<tbody>
<tr>
<td>Year 1</td>
<td>100% of salary up to $90k</td>
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<tr>
<td>Year 2</td>
<td>50% of salary up to $45k</td>
</tr>
<tr>
<td>Year 3</td>
<td>30% of salary up to $27k</td>
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RENEWAL APPLICATIONS:

The renewal application consists primarily of data reporting, and documenting the campus’s compliance with the best practices embraced by the PRODiG initiative. Renewal applications must be approved in order for a campus to receive PRODiG benefits in 2020. Renewal applications will be reviewed on a rolling basis, beginning June 15, 2020. All renewal applications must be submitted no later than August 1, 2020.

<table>
<thead>
<tr>
<th>Required Elements for Renewal Applications</th>
<th>Submit How?</th>
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<tr>
<td>Progress toward Goals Report</td>
<td>MS Word template provided</td>
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<tr>
<td>Brief Narrative of Progress toward Goals -- In 800 words or less, frame the information provided in the Progress towards Goals Report, and describe your campus’s progress moving forward with your PRODiG goals and anticipated outcomes. Were there any “great leaps forward”? Include in the narrative any barriers the campus is encountering in reaching your goals and outcomes, and how the campus anticipates overcoming them.</td>
<td>MS Word document</td>
</tr>
<tr>
<td>1-Year Step Analysis -- Provide a 1-year demographic step analysis of hiring activities during the 2019-20 academic year, comparing the diversity of the applicant pool for each position with the diversity of the available labor pool. ²</td>
<td>MS Excel template provided</td>
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<tr>
<td>URM/WSTEM Faculty Separation Report</td>
<td>MS Excel template provided</td>
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<tr>
<td>PRODIG Funding Utilization Report</td>
<td>MS Excel template provided</td>
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<tr>
<td>6-Year Hiring Data for State Operated Campuses</td>
<td>MS Excel template provided</td>
</tr>
<tr>
<td><strong>only required for SBU and UMU, whose HR Data is not accessible to System Admin on Business Intelligence</strong></td>
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<tr>
<td>6-Year Hiring Data for Community Colleges</td>
<td>MS Excel template provided</td>
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<tr>
<td><strong>required for all community colleges because their HR Data is not accessible to System Admin on Business Intelligence</strong></td>
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INITIAL PROPOSALS:

A completed application consists of a proposal containing these five required elements (plus 6-Year Hiring Data for community colleges).

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<thead>
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<th>Required Elements for Initial Applications</th>
<th>Submit How?</th>
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<tr>
<td>Statement of Background/Context -- A narrative (no more than 400 words) describing the history and context of your campus’s current faculty diversity, specifically URM and WSTEM faculty, and the diversity of the student pipeline into doctoral programs, where relevant. This narrative should be as specific as possible, and provide a framework for the campus implementation plan.</td>
<td>MS Word document</td>
</tr>
<tr>
<td>1-Year Demographic Step Analysis -- Provide a 1-year demographic step analysis of hiring activities during the 2019-20 academic year, comparing the diversity of the applicant pool for each position with the diversity of the available labor pool. ²</td>
<td>MS Excel template provided</td>
</tr>
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</table>

² The expectation of all campuses is that they have applicant tracking systems that enable them to do this analysis. ODEI and SUNY HR will be offering webinars and other resources to assist campuses in comparing the diversity of applicant pools relative to the diversity of available labor pools. See Timetable (below).
Faculty Hiring Self-Assessment and Hiring Plan -- Further describe initiatives to develop pipelines to academic careers among students, specifically URM and WSTEM students. How is your campus uniquely challenged, or uniquely well-positioned with respect to diversity within the faculty and the student pipeline into doctoral programs? How has your campus traditionally approached issues of diversity and inclusion? Provide some context for the empirical data you will provide. What background should the review committee have about your campus as it reviews your proposal? Additionally, campuses should assess the diversity of the available labor pool of candidates and the historical hiring and retention rates of underrepresented candidates in relation to overall hiring and retention rates. What are the primary impediments to hiring URM and WSTEM faculty on your campus? Support your conclusions with empirical data.

Pipeline Building Plan -- Given the variety of institutions within SUNY, campuses are expected to submit pipeline building plans (1) consistent with their unique challenges and opportunities to contribute to, and build, pipelines to academic careers for URM and WSTEM undergraduates and graduate students, and (2) emphasizing early talent identification and development (i.e., “recruit like a coach”).

6-Year Hiring Data for Community Colleges **required for all community colleges because their HR Data is not accessible to System Admin on Business Intelligence

Faculty Diversity Strategic Plan -- This plan should thoughtfully analyze the data contained in the above documents, and express campus strategies for overcoming barriers to faculty diversity and expanding pipelines and pathways into academic careers for URM and WSTEM students, consistent with the self-assessments. In this document, campuses should particular care to answer the following questions:
(a) How does the campus plan to enhance efforts to reduce barriers to diversity in faculty, hiring, mentoring and retention?
(b) How do the academic and other units work together to achieve these goals?
(c) If numerical goals are contemplated, what basis will the campus use to determine any participation goals?
(d) If an historical imbalance of URM and WSTEM faculty representation is found to exist, how does the campus plan to remedy the imbalance?
(e) How does the campus plan to build pipelines, bridges and pathways to academic careers for URM students and WSTEM disciplines?

TIMELINE FOR THE 2020 PRODIG FUNDING CYCLE:
May 18, 2020
Call for Proposals/Renewals will be circulated to SUNY Presidents, Provosts and CDOs --
• providing the procedures (and deadlines) for PRODiG benefits in 2020-21
• specifying all the required elements for completed proposals or renewal applications, as well as the evaluation criteria,
• supplying the forms campuses will need to complete proposals/renewal applications

June & July 2020
PRODiG Proposal/Renewal (“How to”) Webinars will be announced and offered to campus PRODiG Committee members. Topics include: “Identifying the Available Labor Pool (and its diversity) in Faculty Searches Webinar” and “Completing and Submitting 2020 PRODiG Renewals and Initial Proposals.”

July 1 - August 1, 2020
Completed renewal or proposal applications may be submitted to the Office of Diversity, Equity and Inclusion. They will be evaluated on a rolling basis, so earlier submissions will receive attention earlier.
• Please submit campus renewals or proposals (along with supporting documents) electronically to prodig@suny.edu.