SUNY PRODiG Initiative
Proposal Checklist

This Proposal Checklist will aid campuses in determining whether their PRODiG proposals are complete prior to submission. It distills (but does not replace) the Proposal Guidelines which should be carefully read as this is the guiding document for the committee to assess each presented proposal. Successful PRODiG proposals will be data driven and evidence based; and must thoroughly address requested information within the Proposal Guidelines.

Proposals must be submitted via email with the subject line: PRODiG Proposal to the attention of Vice Chancellor Teresa Miller at PRODiG@SUNY.edu by 5:00pm on Monday, July 15th, 2019. For more information regarding PRODiG, please visit www.suny.edu/prodig.

Checklist

A. Background/Context
   □ Describes the history and context of campus’s current faculty diversity
   □ Describes the history and context of campus’s student pipeline into doctoral programs
   □ Describes initiatives for developing pipelines to academic careers among URM and WSTEM students
   □ Provides context for the empirical data introduced later in the proposal
   □ Assesses the diversity of the available labor pool of candidates and the hiring and retention rates of underrepresented candidates on campus

B. Hiring Plan
   □ Describes campus’s hiring plan for PRODiG funding and how it aligns with the campus’s Strategic Diversity & Inclusion Plan

C. Faculty Hiring Self-Assessment
   □ Uses empirical data to describes campus’s primary impediments to hiring URM and WSTEM faculty
   □ includes the following data where available:
      ✓ Summary of the last 5 years of faculty hiring
      ✓ Demographic analysis of faculty retention
      ✓ Demographic Step Analysis of faculty hiring over the past 2 years
      ✓ Visio Flowchart (or similar representation) of my campus’s faculty search/hiring, mentoring, and retention processes
D. Pipeline Building Plan
   □ Illustrates campus’s unique challenges and opportunities to create pipelines for URM and WSTEM students into academic careers
   □ Describes campus’s strategy for early talent identification and development of URM/WSTEM undergraduate and graduate students
   □ Includes an itemization by department of number of URM/WSTEM graduates expected to matriculate in 2019-20

E. Pipeline Self-Assessment
   □ Uses a STEM pipeline analysis to help identify, illustrate, and evaluate the effectiveness of my campus’s URM/STEM academic career pipelines

F. Campus Implementation Plan
   □ Describes campus’s strategies for overcoming barriers to faculty diversity and expanding pipelines into academic careers for URM and WSTEM students
   □ Explicitly details the following:
     ✓ Plans for building pipelines, bridges and pathways to academic careers for URM students and WSTEM disciplines
     ✓ Plans for enhancing efforts to reduce barriers to diversity in faculty hiring, mentoring and retention
     ✓ Campus’s academic and other units work together to accomplish these goals
     ✓ How campus will determine participation goals
     ✓ How institution will remedy any existing historical imbalance of URM and WSTEM faculty representation

*If you cannot provide this data, an explanation of the reason for lack in providing this data will be necessary*