The Office of Academic Affairs will provide funding to hire tenured or tenure-track faculty members, as well as university librarians. The goal of this program is to increase diversity at UCF and to attract under-represented faculty members in certain academic disciplines.

Procedure: Each diversity enhancement line is funded for three years to cover a salary up to $70,000. At the end of the initial three-year period, responsibility for funding a position must be assumed by the unit involved. The number of positions provided in a given year is 10, with a maximum of 30 for a three-year period. The distribution of these positions among eligible units is made by the provost and executive vice president based on requests for funding received by March 1 for the following year.

To assist with this program, the Equal Opportunity and Affirmative Action Office will prepare a utilization analysis, using standard accepted techniques. The faculty representation in each discipline at a senior or tenured and at non-tenured levels will be compared with appropriate national availability factors. Disciplines with documented under-representation of protected classes will be identified as disciplines meriting special attention for corrective action under the program. Other disciplines may be recognized as eligible for a diversity enhancement line based on individual circumstances. In particular, while university library faculty members do not hold tenure-earning positions, they work closely with students and other faculty members and thus are integral to the educational process.

Hires that address documented under-representation are exempt from posting in the UCF position vacancies system. National advertising may be effectively replaced by systematic, personal contact with colleagues or other search techniques. In some cases, national advertising for a particular position will produce candidates who may not be selected for that vacancy but who may enhance the department through selection on a diversity enhancement line.

Criteria for hires: Eligible applicants are U.S. citizens or permanent residents who seek a tenured or tenure-track faculty appointment in an academic discipline or a faculty appointment in the UCF Library and who address a defined area of under-representation.

All faculty members hired under this program will have strong credentials and meet criteria for promotion and tenure on the normal schedule for faculty advancement. Thus, appropriate faculty review procedures must be followed during the appointment process. Final approval for hire will rest with the provost and executive vice president based upon all factors mentioned above.

Authority: Board of Governors regulation 2.003 Equity and Access
University of Central Florida
Provost’s Diversity Enhancement Program
Request for Consideration of Prospective Faculty Member
Guidelines and Form

General Guidelines

The Provost and Executive Vice President for Academic Affairs supports effective strategies to increase faculty diversity at the University of Central Florida. The Provost’s Diversity Enhancement Program encourages the colleges and the university library to seek scholars and librarians whose credentials enhance the department and who add diversity.

Completion and submission of the form entitled the Provost’s Diversity Enhancement Program’s Request for Consideration of Prospective Faculty Member is the first step of the established process for colleges or areas to seek authorization from the provost to engage in a detailed consideration of candidates for Diversity Enhancement Program positions. The screening process may include reference checking, phone interviews, and/or campus interviews, as examples. Campus interviews will include meeting with the provost.

Final authorization to extend an offer of employment to the selected candidate under this program will occur after the provost has reviewed the candidate’s credentials and three documented external telephone reference checks (one of which can be a reference letter) and interviewed the candidate. Once the provost has approved the candidate, an employment agreement may be requested from academic affairs in accordance with the university’s faculty hiring process. Please refer to the Faculty Hiring Guide on the provost’s office Web site for more information.

Approved Diversity Enhancement Program hires are exempt from the university’s posting process. However, as with any other faculty hires, a hiring package must be submitted to Equal Opportunity/Affirmative Action (EO/AA) in accordance with the established faculty hiring process. Please refer to the Faculty Hiring Guide for further information.

Finally, note that a three-year and six-year progress update must be submitted to the provost for all program participants. Please contact the Office of Academic Affairs for more information.

Form

Section I: Completed by the College or Area

Complete the chart of current department faculty representation: full-time, regular tenured, and tenure-earning faculty. Include tenured or tenure-earning faculty currently serving in administrative roles (chair, assistant dean, dean). Exclude all non-tenure earning regular, visiting, and multi-year faculty. Describe any special circumstances (a faculty member who lends diversity might be retiring before the department hires the proposed candidate, for instance).
Transmit this form with Section I completed, along with the candidate’s curriculum vitae to Equal Opportunity/Affirmative Action via email at eeo@ucf.edu. No original signatures are required since the form is submitted electronically and the email transmittal will serve as official authorization. Note that the email must be submitted by each college or area dean’s or vice president’s office.

If available at this time, please also attach three telephone reference checks, documented on EO and AA’s Telephone Reference Check form. Note that a current letter of recommendation (no more than one-year old) may be used in place of one of the required telephone reference checks. Although not required with the form, these documented references will be required for all program hires for review by the provost at the interview stage as well as by EO and AA at the time of hire, consistent with the Faculty Hiring Guide.

Section II: Completed by EO and AA

Equal Opportunity/Affirmative Action will determine the representation of the department or unit and compare it with defined availability standards consistent with the Affirmative Action Plan. EO and AA will provide comments to the provost.

Section III: Completed by the Office of the Provost and Executive Vice President

The provost will approve or deny the request, and the form will be returned to the college or area.

The Request for Consideration of Prospective Faculty Member form should be printed and included in the hiring package to be submitted to EO and AA in accordance with the university’s Faculty Hiring Guide. This form will also serve as the EO and AA approval for Exemption from Posting, Exemption #7 when approved by the provost. A separate Request for Exemption from Posting form is not required.

Questions regarding the program and approval procedure may be addressed to the Office of Academic Affairs. For information regarding the review of department representation (Section II of the form), please contact EO and AA.