

UIC FACULTY AFFAIRS POLICIES AND PROCEDURES

**SECTION: FPP 100 – Appointment Types and Appointment Processing
NUMBER: 103**

SUBJECT: Under-Represented Faculty Recruitment Program (UFRP)

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OBJECTIVE: The aim of the Under-Represented Faculty Recruitment Program (UFRP) is to help attract and retain a faculty that more closely resembles the University of Illinois at Chicago (UIC) student population. The UFRP is designed to encourage and assist colleges and departments that have selected underrepresented candidates for hire by providing funds toward salary and research.

(UFRP) at UIC is an extension of the Minority Faculty Recruitment Program (MFRP), which has been operational since 1989 for hiring African-American, Latino and Native American candidates to tenured or tenure-track positions. All 13 colleges at UIC have benefited from the MFRP since its inception. Since its inception, this program has augmented support for more than 200 faculty members and represents an investment of close to \$30 million.¹

POLICY: Faculty are defined as under-represented and eligible for UFRP if they meet either of two criteria:²

1. African-American, Latino, or Native American faculty: members of these groups are automatically included as an extension of the Minority Faculty Recruitment Program (MFRP).
2. Asians, Native Hawaiian and Other Pacific Islander (NHOPi), women or men being recruited into disciplines in which their groups are specifically underrepresented. This is calculated using the formula $C < A < T$, where C and A respectively denote the current and available percentages of faculty members with the same racial or gender status in the discipline, and T is the desired target percentage (defined as one half of the percentage of the student population at UIC with the same race or gender). Data on eligibility is provided by Office of Access and Equity.

¹ Source: Office of Budgeting and Program Analysis.

² The satisfaction of these criteria is verified by the Office of Access and Equity.

Examples: Since the percentage of women students at UIC is approximately 56%, the target percentage T for women is therefore approximately 28% (half of 56%). Similarly, the target percentage for Asian Americans is 10%, since approximately 20% of the student population at UIC is Asian-American. If the available percentage is less than the target percentage **and** the current percentage at UIC is less than the available percentage, then the hire is eligible for underrepresented faculty funds.

Consider the example of a female faculty hired in the Department of Medicinal Chemistry & Pharmacognosy during the 2006-2007 academic year. According to the latest Office of Access and Equity data, the available percentage of women in this field is 15.9%, which is far below the target of 28%. Since the department currently has only 7.7% women, the condition $C < A < T$ ($7.7\% < 15.9\% < 28\%$) is met and female hires in Medicinal Chemistry & Pharmacognosy are eligible for UFRP funding.³

SALARY SUPPORT: Recurring salary funds up to \$20,000, \$25,000, and \$30,000 are available to the college to support the salary of individual faculty members at the rank of assistant, associate, and full professor, respectively, *with the funds channeled through the faculty member's college*. As promotion/tenure or promotion occurs, the college will receive the next level of funding based on rank (i.e., \$25,000 for associate professor and \$30,000 for full professor). In the event that the proposed rank of associate or full professor carries a "Q" contract, fixing a term of years before the awarding of tenure, the recurring salary fund will be that accorded an assistant professor (\$20,000) until tenure is actually awarded. When tenured is awarded, the recurring salary funds will increase to \$25,000 for associate professor and \$30,000 for professor, respectively.⁴

Once UFRP is approved, the Vice Provost for Faculty Affairs will notify the requesting dean and department. Once the faculty member has accepted the offer, the college must inform the Office of Budgeting and Program Analysis of the start date and the appropriate state account number for allocation. Once allocated, the funds will become part of the college's state budget until the faculty member leaves the tenure system or the appointment drops below 50%. In either of those circumstances, funds will be returned to the UFRP pool to support the recruitment of future faculty members. In addition, the department/college should prepare the offer packet for approval and route to Faculty Affairs HR (FAHR) per the instructions in the Reference Guide for Appointments Requiring BOT/Chancellor/Provost Approval document.

RESEARCH AWARDS: UFRP funding may also include research support up to a maximum of \$10,000 per year for each of the first two years of employment. Faculty who meet the criteria of University of Illinois "Minority Faculty" --i.e., African-American, Native American, Latino--will be eligible for an additional year of research support of \$10,000 under the aegis of the University Administration. Generally, eligible faculty will receive research support from the University of Illinois Administration in year 01 and from UIC for years 02 and 03.

³ Source: Office of Access and Equity.

⁴ The schedule of increases in salary support applies only to faculty who were hired from January 1, 2008, on. Salary support for faculty members hired before this date remains at \$20,000 per year.

The research funds are available for use at the discretion of the faculty member to support his/her research program, including equipment, travel, research assistants, or summer salary. They are available over and above any unit funds normally available to faculty. These research awards help to ensure that minority faculty members receive the support needed to enable them to continue research as well as to manage the additional responsibilities often required of them. The funds cannot be used to supplement the faculty member's base salary. **The research awards are under the direct control of the faculty member** and are subject to University business regulations on expenditures. Use of this money for summer salary, as in the case of all summer appointments, should be approved by the unit Head and Dean of the College. The research funds, which will be allocated to a separate ledger account in the individual faculty recipient's name, can be carried over from one fiscal year to the next. (For example, a faculty member who spends only \$8,000 of these funds during year 01 will have the remaining \$2,000 carried over into year 02 and **also** will receive \$10,000 for year 02).

A faculty member's authority over the funds is relinquished upon termination of employment or the beginning of inactive leave status (e.g., personal leave for one year or more) unless approved by the Vice Provost for Faculty Affairs.

REPORTING: All faculty receiving research support under this program **are required** to submit a one page report to the Vice Provost for Faculty Affairs. This report should be submitted annually for the duration of the research program (either two or three years) and will be due on **August 31**. The report must be countersigned by the Unit Head and should include the following information:

- A 15-20 line description of the research
- A brief description on how the research funds were utilized (e.g., equipment, travel, etc.).
- Additional information (e.g., ensuing publications, etc.)

Additionally, at the completion of the research support, the unit head should submit a one page report to the Vice Provost for Faculty Affairs summarizing the benefits gained from the UFRP towards the development of the faculty member. This information is critical for the evaluation of the program.

APPLICABILITY: UFRP is for newly recruited faculty in tenured or tenure track positions. It is not intended to assist faculty members who are currently on the tenure track at the University of Illinois at Chicago, but may be used for faculty members in clinical or research tracks who are being recruited to move into the tenure system. Requests will be entertained only for faculty members who have been selected as desirable for hire into a tenured or tenure track position *but have not yet committed to the appointment*.

PROCEDURE: Requests for salary support and/or research awards should be sent in writing through the college dean to the Vice Provost for Faculty Affairs, m/c 103. These requests should consist of a brief letter of justification from the department including relevant information about gender and race/ethnicity, along with the curriculum vita of

the proposed faculty recruit. If the offer is for a tenured appointment, the offer packet should consist of at least three external letters of reference.

REFERENCES:

Supersedes Policy Issued in October 2003

[Reference Guide for Appointments Requiring BOT/Chancellor/Provost Approval](#)