



Faculty Diversity and Inclusion Fellowship Program

Introduction

The Faculty Diversity and Inclusion Fellowship Program at CMU offers opportunities for professional development and to make substantive contributions to diversity, equity, and inclusion efforts to tenured faculty members at the university to further build leadership skills, to become more effective in their current positions, to have a meaningful impact on diversity, equity, and inclusion policy, and to explore intensively an interest in becoming administrative leaders in the future. Each faculty member selected for the program will serve under the mentorship of, and in partnership with, the Vice President and Chief Diversity Officer to accomplish one or more mutually defined projects, take part in a formal diversity and inclusion seminar series, engage with a range of university senior administrators and administrative groups, lead a conference team off campus, and meet regularly together with the Vice President. Time and resources will be provided/recognized, as described below, to enable effective collaboration.

The Faculty Diversity and Inclusion Fellowship Program described below aims to provide, in part, some of the skills and qualifications needed by future university diversity, equity, and inclusion administrative leaders.

Purposes of the Program

- Identify and further develop faculty members who have potential to become effective diversity and inclusion administrative leaders, thereby improving the succession process at CMU in the future by increasing the pool of emerging leaders.
- Increase faculty members' awareness of the complexity of the equity, access, and inclusion issues facing higher education and enhance their understanding of the environment in which decisions are being taken.
- Create a new pathway for faculty members to provide "independent, professional, collegial support and assistance" and input to advance the best interests of CMU.
- Provide participants with the chance to take part in a variety of decision-making processes, learning opportunities and program management requirements.
- Increase, over time, an understanding among all faculty members of the nature of diversity and inclusion administrative operations at CMU.
- Support directly the mission and continued evolution of CMU as a high-quality university of inclusive excellence.

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- Enhance research and collaboration and leverage expertise in diversity, equity, and inclusion across the institution.

Description of the Diversity and Inclusion Fellowship Program

Types and Duration of Appointments

The Fellowship may be awarded each calendar year. The Fellowship will have some joint activities and interactions, but the qualifications and expectations will be different for specific awardees depending upon projects and proposals and needs, with the Vice President serving as the overall supervisor of the Faculty Diversity and Inclusion Fellowship Program.

Qualifications of Applicants

Fellowship Recipient must hold a tenured position in a department, have served at CMU for at least eight years, have sound interpersonal and communication skills, possess a reasonable working knowledge of CMU's history, organizational units and its governance framework and have some record of effectiveness in leading one or more diverse groups to accomplish goals. All applicants will be expected to describe how this appointment will support their longer-term career paths and identify a project and research program that will meet a particular area of need in diversity, equity, and inclusion. Departmental chairs may apply to the program.

Activities of and Expectations for the Fellowship Holders

Recipient of the Fellowship, based on the interests expressed in their applications and in consultation with the Vice President, may be assigned an additional consulting partner from among the University's Leadership Team or diversity and inclusion professionals; this Team represents essentially all branches of the university. The partner will work together with the Fellowship recipient and the Vice President to design a year's experience that will give an effective and productive collaborative program and a good sense of the administrative responsibilities and challenges of the area or areas of greatest interest. Ideally, these interests will be aligned with the primary interests of the partner or Vice President, so that shadowing of the partner, one possible tool of the fellowship, will itself be highly instructive to each holder of the Fellowship. An important part of the core experience will be the close observation of administrative bodies and institutions at work. Very importantly, the Fellowship recipient and partner will agree on an appropriate independent project (or projects) to be accomplished each semester or in the course of the year; such projects may well be chosen from a menu of needs from one or more administrative division. Projects should be consistent with the nature of the appointment to the Fellowship. **A written outline of the planned projects and the year's other activities and goals will be provided to the Vice President during the first month of the appointment.** The outcomes of the project and the format of the final report will be mutually agreed upon by the Fellowship recipient and the Vice President. Because of the sensitivity of

some matters to be dealt with, the Fellowship recipient will be expected to sign bilateral confidentiality agreements with the administration as a part of the appointment.

The Faculty Diversity and Inclusion Fellowship recipient will also attend and/or present in a series of four seminars or workshops on diversity, equity, and inclusion leadership and issues of direct relevance to higher education which will be conducted at regular intervals throughout the year and may require some reading or presentation preparation in addition to participation in the seminar or workshop. The topics chosen will be customized in part based on the interests of those in the fellowship cohort. Seminars and workshops will be presented by selected faculty members, campus visitors, and in some cases at off-campus conferences.

Finally, the Fellowship recipient will meet as a group with their collaborators or mentors on a monthly basis for lunch to share observations and informally discuss progress on their various projects. The Vice President will also attend these luncheons.

Faculty Diversity and Inclusion Fellowship Recipient will be invited to attend meetings and work sessions related most closely to the normal duties and responsibilities of their mentors. For example, someone interested in gender equity might attend meetings with related stake holders on and off campus. Where scheduling conflicts arise with their other responsibilities, the Fellowship recipient will consult with their mentors as to which meetings have the highest value for their research, expertise, and understanding. In addition, the Fellowship recipient is invited and encouraged to attend other university-wide administrative meetings which they might not have attended in the past. Fellowship recipient might attend relevant meetings of the Board of Trustees, the Academic Senate and some of its key subcommittees, the Graduate Council, the university Budget Priorities Committee, and any number of other offices which might be of interest to a Fellowship holder; a comprehensive list is found at: <https://www.cmich.edu/search/Pages/Departments.aspx>. Decisions about which meetings to attend and which administrators to meet with should be made in consultation with the Vice President. Fellowship recipient should keep notes with their reflections and experiences at these meetings to share at their monthly meetings as a group. Fellowship recipient will be expected to provide a final report which will include a description of the completed project(s) and a reflection and evaluation of the experience of the year. In addition to working throughout the year to complete agreed-upon project(s), participant will, in regular consultation with both their mentors and the Vice President, develop comprehensive plans for meetings in which to participate during the year. In addition to possibly attending Board of Trustees meetings, the Fellowship recipient will be expected to attend and take part in meetings chaired by the Vice President, such as the University Diversity, Equity, and Inclusion Council, the Vice President and CDO's advisory council, as well as other units and projects reporting to him.

The Faculty Diversity and Inclusion Fellowship holder will meet periodically with the Vice President and will attend, along with other senior administrators from CMU, at least one national meeting of Diversity and Inclusion administrators (e.g., NADOHE or AAC&U). In part, the meetings attended will depend on the attendance of the Vice President. Other relevant meetings dealing with diversity, equity, and inclusion in higher education in the State or region, may be of value and should be discussed with mentors.

The Fellowship recipient will be expected to provide a final report which will include a description of the completed project(s) in an agreed upon format (as noted above) and a reflection and evaluation of the experience of the year.

Reassigned Time for Fellows

Faculty Diversity and Inclusion Fellowship holder will be provided with one course release each semester during the academic year and a contribution of \$2,000 to their professional development accounts. These funds must be used within two years of their receipt and according to policies defined by their respective departments. The Fellowship recipient will be expected to pursue their normal scholarly and creative activities and to carry out normal departmental duties, as arranged with departmental chairs.

Application and Selection Processes

Interested faculty members must complete the **2021 Faculty Diversity and Inclusion Fellowship Application Form** and provide the additional information requested. Completed applications, with the required signatures, should be submitted to the individual indicated on the application form. Once applications have been received, they will be distributed to a committee comprised of two senior administrators at the Vice President or Vice Provost level chosen by the Vice President and CDO, two members chosen by the Academic Senate (one senior faculty member and one senior administrator), one faculty member chosen by the Faculty Association Executive Board, and one to two senior diversity and inclusion administrators. The committee is charged with making recommendations for the position to the Vice President, who will make final decisions; in accordance with the Shared Governance and Communications Committee agreement of 2013, the Vice President will provide the selection committee with the rationale for the choices. The Vice President may require an in-person interview prior to final selection to assess an applicant's interest in projects available in a specific year.

Questions regarding the Faculty Diversity and Inclusion Fellowship may be addressed to:

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