BUILDING ON INCLUSIVE EXCELLENCE HIRING PROGRAM

The Building on Inclusive Excellence (BIE) program allocates additional tenure-track faculty lines for qualified candidates identified in regular faculty searches who meet criteria aligned with SDSU’s commitment to diversity. This program was developed by the strategic plan working group on the Recruitment and Retention of Underrepresented Faculty, reviewed and approved by the Senate committees on Faculty Affairs, Diversity, Equity, and Outreach, Academic Policy and Planning, and Academic Resources and Planning, and authorized by the Provost. Modifications to this process have been made in response to findings from the BIE self-study from the Recruitment and Retention of Underrepresented Faculty and from the Academic Dean’s Council. Subsequent changes were reviewed and approved by the Senate committee on Diversity, Equity, and Outreach.

In this document, underrepresented populations refer to the following groups: African-American, Latinx, Native American, Southeast Asian, and Pacific Islander, groups of varying abilities, women in the sciences, technology, engineering, and mathematics, or any other group that has been documented as underrepresented in the candidate’s academic discipline. The criteria (see page 3) do not require the candidate to identify as part of an underrepresented population. Instead the criteria are designed to assess the candidate’s demonstrated commitment to serving and/or addressing issues related to underrepresented populations.

PROCEDURES AND GUIDELINES

- To increase understanding of the BIE program, the search committee chair should provide all members of the search committee with a copy of this document.
- Departments and schools conducting searches are advised to include in their job advertisements a request for candidates to identify in their letters of application if and how they meet two or more of the BIE program criteria. While candidates for the BIE program must meet at least two criteria, they will be evaluated on all criteria. That being said, the depth of a candidate’s potential contribution to a particular area will also be considered.
- Faculty search committees may nominate for the BIE program qualified finalists who meet two or more BIE program criteria. Finalists are defined as candidates who, after the on campus-interview, have been deemed to satisfy the job criteria. Each department in a particular academic year will not receive more than one BIE allocation.
- Faculty search committees should submit the nomination form (attached) to their College Dean with a department/school diversity plan. The department should provide the Dean’s Office with a list of work responsibilities (e.g., classes, research, counseling, librarianship) that the BIE candidate may teach as aligned with the job description.
- Unless otherwise approved by the College Dean, hires should have qualifications that are
aligned with the areas of focus detailed within the job descriptions that advertised the position.

- The Dean should then submit these materials to the Provost’s Office with attention to the Associate Vice President for Faculty Diversity and Inclusion. Application review will begin on December 3 (1 position allocation) and February 15 (3 position allocations). However, proposals will be reviewed on a rolling basis (bi-monthly) after the February 15 deadline until all positions have been allocated.

- The Provost’s Faculty Diversity and Inclusion committee will review the nominations and determine which nominees meet the stated Candidate Experience Criteria. From this list, the Provost decides which nominations to grant offers and notifies the search committee Chairs and their College Deans of the decision.

- If a nominee is selected as a potential BIE hire, the department / school may hire the BIE candidate and another finalist, hire the BIE candidate and bank the regularly allocated search for a different search in a future year, or continue with its regularly allocated search and reject the BIE hire. Please note that the job description for a “different search in a future year” needs to be discussed with, and approved by the Dean of the College in consultation with college committee(s) and Academic Affairs. In no instance will receiving a BIE hire “count” against departments / schools or colleges in future years’ hire allocation deliberations.

- Priority consideration will be given to departments that have an offer accepted by a finalist who meets the BIE Candidate Experience Criteria and have a second finalist who also meets the BIE criteria. In such cases, departments should submit a one-page addendum with an additional Candidate Experience questionnaire describing how both the selected candidate and the BIE candidate meet the BIE Criteria. Please note that the Provost’s Faculty Diversity and Inclusion committee will carefully weigh this priority against disproportionality in the field, as to not disadvantage departments in fields where candidates who meet the BIE criteria may be less represented.

- Departments/schools and deans must extend an offer to the candidate or decline the award within three weeks of notification. In rare circumstances, the three-week timeframe can be extended by the Provost’s Faculty Diversity and Inclusion committee based on a written request from the College Dean and a timeline for completing negotiations. A declined award will be allocated to another eligible nominee in the BIE pool. BIE candidates should be afforded comparable resources as other candidates hired in the same discipline.

- Departments awarded a BIE candidate must complete the identified trainings from the University Inclusion Program. Full participation of tenured/tenure-track faculty is required.

To nominate a faculty candidate, please submit this nomination form and Building on Inclusive Excellence Diversity Plan form to the Provost’s Office via email with PDF attachments to facultydiversity@sdsu.edu.

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1 December 3 applications will be ranked as either Tier 1 and Tier 2 levels based on the BIE criteria. If no applications are identified at Tier 1, then the position will be moved to the February allocation and the Tier 2 applications will be considered then.
If you have questions, please contact Luke Wood, AVP for Faculty Diversity and Inclusion at luke.wood@sdsu.edu.

BUILDING ON INCLUSIVE EXCELLENCE NOMINATION FORM

Candidate Name: 
Name of Position: 
VPAA Number: 
Department/School: 
Search Committee Chair Name and Email: 
Department Chair/School Director Name and Email: 

____________________________
Search Committee Chair’s Name
Signature
Date

____________________________
Dean’s Name
Signature
Date

Candidate Experience Criteria

(Must meet at least two of the following; please indicate where evidenced in the dossier. 
Underrepresented populations in higher education include African-American, Latinx, Native American, Southeast Asian, and Pacific Islander, groups of varying abilities, women in the sciences, technology, engineering, and mathematics, or any other group that has been documented as underrepresented in the candidate’s academic discipline.) A candidate’s letter of intent, CV, and any other related documentation should be attached to this submission. Please clearly identify page numbers and areas on candidate’s materials where the criteria are most evident.

☐ Is engaged in service with underrepresented populations in higher education
   If checked, indicate where evidence can be found:  ☐ letter ☐ c.v. page ☐ other

☐ Demonstrates knowledge of barriers for underrepresented students and faculty in higher education
   If checked, indicate where evidence can be found:  ☐ letter ☐ c.v. page ☐ other

☐ Has experience or demonstrated commitment to teaching and mentoring underrepresented students
   If checked, indicate where evidence can be found:  ☐ letter ☐ c.v. page ☐ other

☐ Integrates understanding of underrepresented populations and communities into research
   If checked, indicate where evidence can be found:  ☐ letter ☐ c.v. page ☐ other

☐ Extends knowledge of opportunities and challenges in achieving artistic / scholarly success to members of an underrepresented group
   If checked, indicate where evidence can be found:  ☐ letter ☐ c.v. page ☐ other
☐ Is committed to research that engages underrepresented communities
   If checked, indicate where evidence can be found: ☐ letter ☐ c.v. page ☐ other

☐ Shows expertise in cross-cultural communication and collaboration
   If checked, indicate where evidence can be found: ☐ letter ☐ c.v. page ☐ other

☐ Has research interests that contribute to diversity and equal opportunity in higher education
   If checked, indicate where evidence can be found: ☐ letter ☐ c.v. page ☐ other