

Request for Proposals

Arts and Sciences Equity and Diversity Events Pilot Program

The A&S Committee on Equity and Diversity (CED) announces a new A&S Equity and Diversity Events pilot program. It encourages and supports events and programs that highlight the benefits and value of diversity to academic excellence and that help create and sustain an inclusive community within A&S. Faculty members and departments are encouraged to apply for funding to cover costs associated with special events, speakers, workshops or programs that help advance A&S efforts toward a more diverse, equitable and inclusive climate. Programs that are open to more than one department or division within A&S are encouraged as are programs open to multiple groups including faculty, graduate students, undergraduate students and/or staff members.

Applications will be accepted for:

- Special events featuring a guest speaker or panel discussion
- Professional development workshops or programs related to increasing and sustaining diversity, equity and inclusion
- Collaborative Reading Groups on topics related to diversity, equity and inclusion with a duration of 1 -2 semesters
- Intergroup Dialogue programs addressing issues of identity, bias, inclusion and community building that span demographic and/or role (i.e. faculty, student, staff) boundaries
- Other events or programs responsive to this Request for Proposals

Funds may not be used for:

Events involving the sale of tickets, events supporting regular classes or existing speaker series or symposia, promotional items to be given away at an event and any expense not permitted by University policy.

Timing

In the initial phase of the program, a call for proposals will be made once in Spring 2019 and once in Fall 2019. Funds may be requested for events or programs to be held during the subsequent two semesters. For example, an award made in the Fall Semester round of proposals would fund events or programs occurring in the *subsequent* Spring or Fall Semesters. **In Spring 2019, applications are due on March 29. Awards will be announced in early May.**

Eligibility

Individual A&S faculty members or departments may apply. Collaborations are encouraged, such as between departments, faculty members, faculty/student or faculty/staff. Applications submitted by students or staff members must also have an A&S faculty member (tenured faculty; non-tenured, but on tenure-track faculty; or full time lecturer in discipline) as one of the applicants. Each proposal must be supported by at least one department and requires the approval of the department chair. Individuals and departments may apply and receive funding more than once; however, preference will be given to those that have not received funding from this program in the past.

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Scope of Commitment and Budget

A&S has dedicated up to \$20,000 for this program in the 2019-2020 academic year. Total funding of approximately \$10,000 will be available during each call for proposals. It is expected that awards made will be on average ≈ \$2,000; however larger or smaller awards will be made as appropriate for the event and as available. An effort will be made to distribute awards across divisions.

Application Details and Selection Criteria

Applications must include a completed cover sheet with required information and signatures, a description of the event or program including intended audience or participants, proposed date(s) of events, plans to evaluate the impact of the programming, and an itemized budget. The application (excluding the cover page and itemized budget) should be no more than 2 pages.

Applications will be reviewed by a sub-committee of the CED and the A&S Office for Faculty Development and Diversity.

Questions that will be considered during the selection process include:

1. Are the goals and objectives clearly defined?
2. What is the potential to broaden or deepen A&S' community knowledge, understanding and appreciation for diversity and inclusion?
3. What is the potential to increase knowledge within A&S about barriers to success for different groups?
4. Are the project plan and budget realistic and clearly supported?
5. What is the scope of the event? Is this an interdisciplinary collaboration that spans more than one department? Is it an A&S-wide event? If the event is local and/or narrowly focused, might it be scalable in the future?
6. Is the event likely to attract university constituents not only who have significant interest in issues of diversity, equity and inclusion but also who have shown limited engagement with such issues in the past?
7. Is there additional support for the project as represented by, for example, matching funds provided by the department or another funding entity?

Project Completion and Evaluation Report

Awardees will be required to submit a report within 60 days of the completion of their project describing the impact of the programming. For projects that include meals/refreshments paid for with program funds, a list of attendees with name, email if available, title or program affiliation is also required.

Questions about this program may be addressed to:

Laura Kaufman, CED Chair and Professor of Chemistry, kaufman@chem.columbia.edu, 4-9025

or

Kristen Barnes, Assistant Director, Faculty Development & Diversity, A&S, kb2916@columbia.edu, 3-1833