# VISIBLE - Villanova Initiative to Support Inclusiveness and Build Leaders

## Supplemental Funding:
## Growing Inclusive Departmental Culture and Hiring Practices

**Supplemental funding:**

The Villanova Initiative to Support Inclusiveness and Build Leaders (VISIBLE) will administer a program of Supplemental Funding for Growing Inclusive Departmental Culture and Hiring Practices. The funding will support efforts at the department level to build robust pathways and cultures for inclusive faculty hiring, aligned with the goals and strategies of Hiring for Villanova's Future. This grant program is supported by funding from the National Science Foundation (ADVANCE Institutional Transformation Award), and may be augmented by institutional resources, as described below.

## Purpose

Departmental culture and professional networks play an important role in attracting a talented and diverse applicant pool. Creating an equitable and inclusive environment for faculty hiring involves strategic thinking and investments of time and attention from all members of a department. The goal of this supplemental funding program is to provide financial resources to departments working to adopt practices that can both help broaden applicant pools and grow the climate of belonging for faculty in their departments.

## Award Uses, Restrictions and Amounts

Applications from a single department/program can request up to $2,500. If appropriate, two or more departments could collaborate on an initiative and request proportionally more funds (i.e. two departments could jointly propose a project requiring $5,000 or more, which would equate to two requests of $2,500 supplemental funding each). For projects requiring additional resources, please indicate the source of departmental or institutional funding.

Unallowable expenses include any food purchases and salaries, stipends, or honoraria for Villanova employees. Unallowable expenses on federal grants cannot be supported through NSF funds but could be supported through institutional sources, as appropriate. Funds must be spent within a reasonable time of awarding (generally, one year). For questions about allowable expenses, please contact VISIBLE. The merits of a project will not be discussed.

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## Eligibility

All Villanova academic departments or programs that hire full-time or part-time faculty positions are eligible for the program. One application per department will be accepted, whether submitting individually or in collaboration with another department. All disciplinary areas are welcome. If proposal requests exceed available funding, preference will be given to projects in departments hosting (or with potential to host) NSF-eligible scholarship (as defined by the National Science Foundation). Endorsement of the department chair (or equivalent administrator) is required with each proposal. Submitters must give permission for abstracts of successful proposals to be posted on the VISIBLE webpage.

## Evaluation and Review Criteria

Each proposal will be reviewed by a team including representatives from VISIBLE and the Office of Diversity, Equity & Inclusion. Review of proposals will be based on the following criteria:

- Will the initiative meaningfully advance a department's inclusive hiring practices and/or inclusive culture?
- Is the plan to implement the initiative clearly articulated and well-devised?
- What is the feasibility of the initiative?
- What is the sustainability of the initiative? Or what is its durable impact?
- How does the initiative support ADVANCE program goals and the University's strategic plan?

## Examples

Proposals for projects could include any of the ideas below. Self-study on promising practices can be found here:

- attend conferences of diversity-oriented professional groups to recruit candidates.
- set up a seminar series with broad representation of identities of early-career scholars;
- present scholarship at Minority-Serving Institutions to build networks;
- diversify ad placement if an active search is happening;
- add or replace items in your physical spaces to improve inclusivity of environment; and
- implement other ideas to broaden your network, attract a broad pool of candidates, or improve attractiveness and inclusivity of your department for job candidates.

## Critical Dates

- Proposals may be submitted twice per year as long as funding is available:
    - **No later than 5 p.m. (EST) on April 15 for spring semester submissions and October 15 for fall semester submissions**
- Announcement of awards: **No later than June 1 and December 1, respectively**

## Application Instructions

1. Prepare an application packet containing the following components:
   - Cover sheet (see next page) including signature of department chair (or equivalent administrator)
   - A three-page (maximum) proposal that answers the following:
     - What is the initiative you want to develop?
     - What are the goals and objectives of the initiative?
     - What is your timeline for successful implementation?
     - Who will be involved in planning and implementation of the initiative?
     - What is your plan for assessing the initiative?
     - What is the durable impact of the initiative? Or how will the initiative be sustained beyond this funding?
     - How does the initiative address inclusive hiring or culture specifically within your departmental context?
   - A budget detailing expected expenses.

2. Integrate all application components into one PDF and save as:
   **[DepartmentName]_VISIBLEFunding[Semester][Year]**

3. Submit as email attachment with subject: **Supplemental Funding Application.**

_villanova.edu/visible_          _@NovaNSFADVANCE_          _visible@villanova.edu_

# VISIBLE Supplemental Funding:
# Growing Inclusive Departmental Culture and Hiring Practices

# Project Title: [Replace this text]

**Project Leader**
Name: [Replace this text]
Title: [Replace this text]
Department: [Replace this text]
College or School: [Replace this text]
Preferred Email: [Replace this text]
Preferred Phone: [Replace this text]

**Summary of Request**
Total Amount Requested: [Replace]
Source of Other Funds (if necessary): [Replace]

I, as project leader, affirm that the matching funds have been committed and will provide the VISIBLE Team with documentation upon request. I also agree that, if selected for funding, I will provide the VISIBLE Team with an abstract (approximately 250 words) to be posted on the VISIBLE website, as well as all necessary receipts, invoices, and other documentation for expenditures. I also affirm that I have the support of my Department Chair (or equivalent), as evidenced by their signature below.

_____         _____
Project Leader's Signature                                              Date

_____
Department Chair (or Equivalent) Name

_____         _____
Department Chair (or Equivalent) Signature Department         Date
Chair (or Equivalent) Name

Please use this cover sheet,
replacing text as indicated.