

Comprehensive Minority Faculty and Student Development Program (CMFSDP) 2006-2007

Note: Programs funded by the Office of the Vice President for Equity and Diversity are designed to help insure faculty and student equity and diversity at The University of Alabama at Birmingham (UAB) and should not be used to supplement departmental budgets.

A. Faculty Recruitment Award

A one-time award of up to \$15,000 (based on need and availability of funds) may be provided to any unit recruiting a qualified African American candidate to a tenure or tenure-track faculty position. The funds should be used by the unit to provide support for the professional development of the proposed faculty member. Such support may include release-time for the faculty member to engage in research activities, the purchase of minor equipment and travel to serve as an invited speaker/presenter at a professional conference within the United States.

The unit should assign a mentor to the faculty member and assist with the creation of a professional development plan within six months of the hire date.

Application Procedure

The following documents should be forwarded to the Vice President for Equity and Diversity prior to the faculty member's hire date:

1. A letter of application for a Faculty Recruitment Award from the department chair, with the concurrence of the appropriate dean, requesting support and detailing how the award fits into the overall professional development plan of the new faculty member;
2. A professional development plan for the faculty member signed by the faculty mentor;
3. A completed Faculty/Student Information Coversheet;
4. A CMFSDP Faculty Recruitment Award Budget Summary;
5. A signed copy of the letter of offer, and
6. A curriculum vita of the proposed faculty member.

If the application is approved, the recruitment award funds will be transferred to the department. The department chair will provide an annual progress report to the CMFSDP Committee regarding the faculty member's progress toward tenure and a financial report on CMFSDP funds dispersed by June 30th of each year until tenure is awarded or the faculty member is no longer at UAB.

Notes:

1. If the award request involves travel to serve as an invited speaker/presenter at a professional conference within the United States, the letter of invitation to the faculty member and a copy of the conference agenda must be attached.
2. Should the faculty member leave prior to a tenure decision; all unspent funds must be returned to the CMFSDP Committee and purchased equipment must be returned to the department.

B. Faculty Development Award

An award of up to \$2,500 (based on need and availability of funds) may be provided to tenure/tenure-track African American faculty, particularly junior-level faculty without a Faculty Recruitment Award, for activities designed to assist in preparation for tenure and/or promotion applications. Such support may include release-time to allow the faculty member to engage in research activities, the purchase of minor

equipment and travel to serve as an invited speaker/presenter at a professional conference within the United States.

The department must provide matching funds in an amount greater than or equal to the amount requested by the faculty member.

The applicant must have an assigned faculty mentor and an approved professional development plan.

Application Procedure

The following documents should be forwarded to the Vice President for Equity and Diversity prior to the start date of the proposed activities:

1. A letter of application for funds from the faculty member detailing how the activities fit into an overall professional development plan;
2. A professional development plan for the faculty member; signed by the faculty mentor;
3. A completed Faculty/Student Information Coversheet;
4. A CMFSDP Proposal Summary;
5. A CMFSDP Faculty Development Award Budget Summary;
6. A letter of support from the department chair concurring with the budget and the professional development plan submitted by the faculty member; and
7. A curriculum vita of the faculty member.

Notes:

1. If the award request involves travel to serve as an invited speaker/presenter at a professional meeting within the United States, the letter of invitation to the faculty member and a copy of the conference agenda must be attached.
2. A report from the faculty member on the results of the award as it relates to his or her professional development and a financial report are due within 60 days after the award's expiration date.

C. Visiting Faculty Awards

Visiting Faculty Awards are available to units to support highly qualified or special purpose African American faculty whose presence will provide high visibility for African American students and faculty. These awards may also be used to bring African American faculty to campus to collaborate with faculty on research and other projects.

The department must provide matching funds in an amount greater than or equal to the amount requested.

Application Procedure

The following documents should be forwarded to the Vice President for Equity and Diversity prior to the start date of the proposed award:

1. A letter of application for funds from the sponsoring faculty or unit, with the concurrence of the department chair and appropriate dean, detailing the purpose of the award and expected results;
2. A CMFSDP Proposal Summary;
3. A Visiting Faculty Award Budget Summary, and
4. A curriculum vita of the proposed visiting faculty.

A report on the results of the award and a financial report are due within 60 days after the award's expiration date.

D. Graduate Fellowships (\$21,000 plus tuition and fees)

Graduate Fellowships are available to qualified African American students, newly enrolled at UAB and seeking to earn a Ph.D. degree. Applicants must be United States citizens or permanent United States residents in order to be eligible to receive a fellowship. The Office of Equity and Diversity will provide fellowship support for three years and the particular department must agree to provide an additional one or two years of fellowship support as needed and assign a faculty mentor to assist the student.

Application Procedure

1. Interested students must be admitted to the UAB graduate school and the doctoral program in a particular department.
2. The graduate program director should provide a letter of recommendation for a qualified student to the Dean of the Graduate School and Vice President for Equity and Diversity. The letter should contain the student's qualifications for entry into the doctoral program (GRE scores, GPA, research experiences...) and other background information.
3. The recommended student must complete CMFSDP fellowship application forms. Application forms are available in the office of the Vice President for Equity and Diversity and in the Graduate School.
4. All applications will be reviewed and a number of applicants will be selected for an interview by the CMFSDP fellowship committee.
5. Successful applicants will receive an official CMFSDP Fellowship offer letter to be signed and returned to the Graduate School.
6. All fellowship awards begin with the fall semester of the particular year.

Students receiving CMFSDP fellowships will not be allowed to hold any type of outside employment or equivalent fellowship support and must be enrolled full-time.

E. Undergraduate Scholarships (tuition, fees and book allowance)

Scholarships are available to qualified African American students, newly enrolled at UAB, seeking to earn a bachelor's degree. Applicants must be United States citizens or permanent United States residents in order to be eligible to receive a scholarship. The scholarships are renewable for three additional years for students that continue to meet the scholarship requirements.

Application Procedure

1. Interested students must be admitted to UAB, have competitive national test scores and a cumulative GPA of at least 3.0.
2. Qualified students must complete CMFSDP scholarship application forms. Application forms are available in the office of the Vice President for Equity and Diversity.
3. All applications will be reviewed and a number of applicants will be selected to be interviewed by the CMFSDP Scholarship Committee.
4. Successful applicants will receive an official CMFSDP Scholarship offer letter to be signed and returned to the Vice President for Equity and Diversity.
5. All scholarship awards begin with the fall semester of the particular year.

Scholarship recipients must participate in the UAB Minority Scholars Program.



Comprehensive Minority Faculty and Student Development Program

FACULTY RECRUITMENT AWARD BUDGET SUMMARY

1. Department: _____ School: _____

2. Name of Faculty: _____

3. Rank: _____ Date of Appointment: _____ Tenure: _____ Tenure Track: _____

4. Budget Request: Specify amount requested from each area listed below:

Itemized Budget *	CMFSDP Committee	Department	School	Total
(A)				
(B)				
(C)				
(D)				
(E)				
(F)				
Totals				

* Please attach an explanation for each budget item listed above.

5. Approvals:

Faculty Member

Date

Department Chair

Date

Dean

Date

Note: If the award request involves travel to serve as an invited speaker/presenter at a professional conference within the United States, the letter of invitation to the faculty member with a copy of the conference agenda must be attached.



Comprehensive Minority Faculty and Student Development Program

FACULTY DEVELOPMENT AWARD BUDGET SUMMARY

- 1. Name: _____ Date: _____
- 2. Project Title: _____
- 3. Principal Investigator: _____
- 4. Rank: _____ Date of Appointment: _____ Tenure: ____ Tenure Track: ____
- 5. Department: _____ School: _____
- 6. Budget Request: Specify amount requested from each area listed below:

Itemized Budget*	CMFSDP Committee	Department**	School	Total
(A)				
(B)				
(C)				
(D)				
(E)				
(F)				
Totals				

* Please attach an explanation for each budget item listed above.

** The department must provide matching funds in an amount greater than or equal to the amount requested.

7. Approvals:

Faculty Member	Date
Department Chair	Date
Dean	Date

Note: If the award request involves travel to serve as an invited speaker at a professional conference within the United States, the letter of invitation to the faculty member with a copy of the conference agenda must be attached.



Comprehensive Minority Faculty and Student Development Program

VISITING FACULTY AWARD BUDGET SUMMARY

- 1. Name: _____ Date: _____
- 2. Project Title: _____
- 3. Principal Investigator: _____
- 4. Rank: _____ Date of Appointment: _____ Tenure: ____ Tenure Track: ____
- 5. Department: _____ School: _____
- 6. Budget Request: Specify amount requested from each area listed below:

Itemized Budget*	CMFSDP Committee	Department**	School	Total
(A)				
(B)				
(C)				
(D)				
(E)				
(F)				
Totals				

* Please attach an explanation for each budget item listed above.
 ** The department must provide matching funds in an amount greater than or equal to the amount requested.

7. Approvals:

_____	_____
Faculty Member	Date
_____	_____
Department Chair	Date
_____	_____
Dean	Date



Comprehensive Minority Faculty and Student Development Program

PROPOSAL SUMMARY

Please provide a summary of the project or activity and include a brief statement on its relation to your overall professional development plan.

Approvals:

_____	_____
Faculty Member	Date
_____	_____
Department Chair	Date
_____	_____
Faculty Mentor	Date

Office of the Vice President for Equity and Diversity

Faculty/Student Information Coversheet

Please provide the following information:

1. Name: _____
2. Gender:
Male _____ Female _____
3. Ethnicity:
Hispanic or Latino _____ Not Hispanic or Latino _____
4. Race indicated in UAB Human Resource Management Records:
American Indian or Alaska Native _____ Asian _____
Black or African American _____ Native Hawaiian or Other Pacific Islander _____
White _____
5. Disability Status:
Hearing Impairment _____ Visual Impairment _____
Mobility/Orthopedic Impairment _____ Other _____
None _____
6. Citizenship:
U.S. Citizen _____ Permanent Resident _____
Other non-U.S. Citizen _____
7. Type of Award Requested: Faculty Recruitment, Faculty Development, Student
8. Duration of Award: Start Date _____ End Date _____

Ethnicity Definition:

Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Race Definitions:

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.