

The Equity and Diversity Enhancement Program (EDEP)

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) will be provided to any unit recruiting a qualified underrepresented minority or woman 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 professional conferences 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 mentor;
3. A completed Faculty/Student Information Coversheet;
4. An EDEP 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 EDEP Committee regarding the faculty member's progress toward tenure and a financial report on EDEP 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 meeting 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 EDEP 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) will be provided to qualified tenure/tenure-track underrepresented minority or woman 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 professional conferences 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. An EDEP Proposal Summary;
5. An EDEP 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. Graduate Fellowships (\$21,000 plus tuition and fees)

Graduate Fellowships are available to qualified underrepresented minority or woman 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 students must complete EDEP 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 EDEP Fellowship Committee.
5. Successful applicants will receive an official EDEP 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 EDEP fellowships will not be allowed to hold any type of outside employment or equivalent fellowship support and must be enrolled full-time.

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

Scholarships are available to qualified underrepresented minority or woman students, newly enrolled at UAB and 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 EDEP 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 EDEP Scholarship Committee.
4. Successful applicants will receive an official EDEP 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.

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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 *	EDEP 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 meeting within the United States, the letter of invitation to the faculty member with a copy of the conference agenda must be attached.

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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 *	EDEP 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/presenter at a professional meeting within the United States, the letter of invitation to the faculty member with a copy of the conference agenda must be attached.

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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

