

FAMILE: Faculty Advancement at Maryland for Inclusive Learning and Excellence

(Updated July 24, 2023)

The Faculty Advancement at Maryland for Inclusive Learning and Excellence (FAMILE) program is an initiative created by the Office of the Senior Vice President and Provost designed to recruit outstanding tenured and tenure-track faculty members who will enhance the diversity of our faculty. The program is administered by the Office of Faculty Affairs on behalf of the Senior Vice President and Provost and has three components: 1) the President's Postdoctoral Fellow Program; 2) the Assistant Professor Diversity Hire Program; and 3) the Senior Targeted Hire Program. More details regarding the program are available [here](#). This document is intended to provide units with guidance related to preparing a successful application for FAMILE funding during AY 2023-2024.

Note: Activities 1 and 3 listed below are for departments applying for funding for assistant and senior hires only. The proposal process for the PFP remains unchanged and must include a retention plan as outlined below. Departments applying for the PFP are welcome to participate in the Inclusive Hiring Workshop or Readiness Assessment on a voluntary basis.

Step 1: Preparing the FAMILE Proposal

To be eligible for FAMILE funds, departments must complete the following activities:

1. **Inclusive Faculty Hiring Workshop:** Each member of department search committees must complete the Inclusive Hiring Workshop, facilitated by ADVANCE and the Office of Diversity & Inclusion. These workshops will take place online and include synchronous and asynchronous components and will occur approximately once a week beginning in August 2023. In their FAMILE proposal, departments will provide a list of search committee members and the ADVANCE Program will verify that each member completed the workshop. Note: A handful of colleges will partner with ADVANCE/ODI to offer college-specific Inclusive Hiring workshops or have college or unit specific workshops facilitated by an approved Equity Coach. More information and registration information can be found on the [ADVANCE website](#).
2. **Individualized Retention Plan:** As part of the FAMILE proposal, departments will complete a retention plan that outlines an individualized development plan for the new faculty member and identifies concrete actions department members will take to support their professional growth. This retention plan, along with the Readiness Assessment and other proposal materials, will be evaluated by the Review Committee, the Office of Faculty Affairs, and the Provost in making determination about which FAMILE proposals are funded.



3. **Readiness Assessment:** As part of the FAMILE proposal, departments will complete a readiness assessment. The goal of this assessment is for the department to provide a realistic appraisal of the department's diversity, equity, and inclusion strengths and achievements as well as areas for growth and future plans for equity-minded change. This assessment, along with the Individualized Retention Plan and other proposal materials, will be evaluated by the Review Committee, the Office of Faculty Affairs, and the Provost in making determinations about which FAMILE proposals are funded.

These activities are designed to be formative: departments will receive feedback on their readiness assessment and individualized retention plans from reviewers. These activities may also be adaptable, as needed, in future years as we continue to learn about best practices in assessing readiness.

Step 2: Submit the FAMILE Application

1. There are two windows for targeted/diversity hire proposals: April 15 or November 1. Units should submit proposals via the Office of Faculty Affairs (OFA) online submission [portal](#) by these dates for best consideration. Proposals will all be reviewed at the same time per proposal window. The Office of Faculty Affairs will conduct an initial review of submitted proposals for proposal completeness. A Review Committee will review all the proposals at the same time and make recommendations for proposal funding to the Provost, who will make the final selection of funding decisions. Fall funding (November 1) is based on availability of funds after the Spring (April 15) review of funding commitments.
 - a. Assistant Professor Diversity Hire proposals **must** include the following items for funding consideration:
 - i. The candidate's CV;
 - ii. A letter of support from the unit head;
 - iii. A vote of the unit faculty indicating support for the hire;
 - iv. A letter of support from the dean (for departmentalized colleges), including prioritization when applicable;
 - v. A ranking of faculty hires by the Dean if multiple simultaneous requests are being made;
 - vi. At least three reference letters collected as part of the search process;
 - vii. A list of department search committee members (if applicable);
 - viii. A completed Department Readiness Assessment;
 - ix. An Individualized Retention Plan;
 - b. Tenured Senior Targeted (Associate and Full Professor) Hire proposals **must** include the following items for funding consideration:



- i. The candidate's CV;
- ii. A letter of support from the unit head;
- iii. A vote of the unit faculty indicating support for the hire;
- iv. A letter of support from the Dean (for departmentalized colleges) including prioritization of submitted proposals i. when applicable;
- v. A ranking of faculty if multiple simultaneous requests are being made;
- vi. The impact of the scholarship of the candidate;
- vii. A description of how the candidate would contribute to building an inclusive department, college, and university culture and environment, including description of past efforts at prior institutions. This should be included in the Unit Head's letter of support. It would also be helpful for the Dean's letter to address the candidate's contribution to the College;
- viii. A list of department search committee members (if applicable);
- ix. A completed Department Readiness Assessment;
- x. An Individualized Retention Plan.

If a college is submitting both assistant and senior hire proposals, the Dean must rank all of the candidates using a single ranking approach. Note: Fund transfer to units to support senior hires are contingent upon a successful APT review process.

Step 3: Notification of Proposal Funding

1. The Office of Faculty Affairs will communicate to units any questions that the Review Committee, Provost, or others engaged in the review process may have regarding the submission.
2. The Office of Faculty Affairs will communicate the Provost's decisions to the Dean regarding proposal funding, typically within 28 days or less of the review deadline.
3. The Provost will repurpose committed funds for supported hires should authorized hires be unsuccessful.



Frequently Asked Questions

1. Could a department put forward an FAMILE application wherein the proposed candidate is a current UMD professional-track faculty member who is interested and qualified for a tenure-track position?
 - a. Yes.
2. My department identified a specific senior target of opportunity hire that we would like to recruit. We will apply for a search waiver and therefore will not convene a search committee. Does the department need to participate in the inclusive hiring workshop to be eligible for FAMILE funds?
 - a. Not at this time. However, it is recommended that all faculty complete the training.
3. Do all members of the search committee need to attend the Inclusive Hiring Workshop at the same time?
 - a. Not at this time. Each member of the search committee can sign up to attend the workshop that works with their schedule, but all members of the search committee must attend for the department to put forward a FAMILE proposal.
4. Can I schedule an Inclusive Hiring Workshop specifically for my department?
 - a. Although the central campus workshops are the primary way for units to receive this training, workshops in individual colleges or units are possible, depending on capacity. Please email advance@umd.edu.