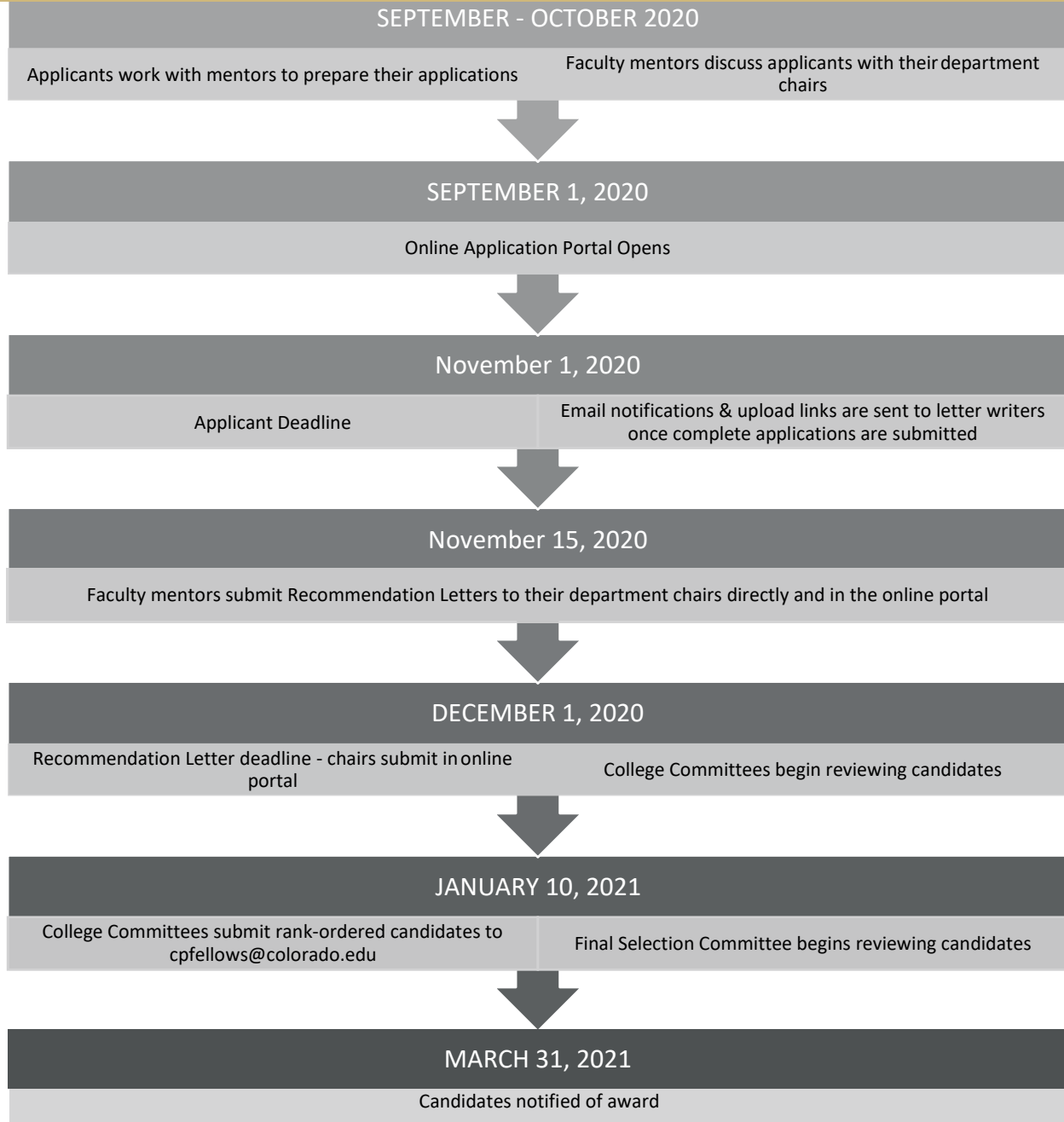


Chancellor's Postdoctoral Fellowship for Diversity Guidelines

INTRODUCTION

These guidelines are designed to aid [applicants](#), [faculty mentors](#), and [department chairs](#) when preparing an application for the [Chancellor's Postdoctoral Fellowship for Diversity Program](#) at CU Boulder. At CU Boulder, the expectation with a fellowship offer is that departments will hire Chancellor's Postdoctoral Fellows for Diversity for faculty appointments. For questions about the program not addressed in the guidance herein, please email cpfellows@colorado.edu. For technical questions about the online application system, please email ppfinfo@berkeley.edu.

IMPORTANT DATES



INSTRUCTIONS FOR APPLICANTS

ELIGIBILITY

The Chancellor's Postdoctoral Fellowship for Diversity is a program intended to increase the diversity* of CU Boulder's academic community. The program seeks to attract researchers, scholars and educators from different backgrounds, races, ethnic groups and other diverse populations. Accordingly, the program is open to all persons who meet the eligibility criteria without regard to race, gender, ethnicity, sexual orientation or identity, religion, irreligion, age, marital status or family status. Faculty review committees may give *less consideration* to applicants who:

- » Have had significant postdoctoral experience (as determined by disciplinary norms);
- » Currently hold postdoctoral appointments with their proposed mentor.

All applicants must be U.S. citizens or permanent residents at the time of application and will have completed their doctorates before **July 1, 2021** at the time of application. Applicants with terminal degrees in their fields (e.g. PhD, JD, MD, MFA or EdD) are eligible as long as they are preparing for a career in university teaching and/or research.

Applicants in any of the above situations should address particular circumstances in the application (for example, an applicant who is staying in the same department due to family needs is an appropriate explanation and would be given full consideration).

REQUIRED DOCUMENTS

All documents must be uploaded to the [application portal](#) in PDF format. **Fellowship applicants must ensure all required documents are submitted by the deadline. No exceptions.**

While there are no length requirements, applicants are encouraged to be descriptive but concise when preparing application materials.

- 1) **Curriculum vitae**
- 2) **PhD Abstract**
 - a) Please include a brief abstract describing your doctoral thesis work. You may use the abstract submitted and published in your doctoral thesis, if applicable.
- 3) **Research Proposal**
 - a) Applicants are encouraged to address the criteria below, as appropriate to your research focus and field of study.
 - i) Applicants in all fields:
 - (a) The potential to offer a critical perspective based on your experience in or understanding of groups historically underrepresented in higher education or underserved by academic research generally;
 - (b) Research interests focused on underserved populations and issues of racial, gender, socioeconomic or other inequalities. For example:
 - Research addressing issues such as race, gender, diversity and inclusion;
 - Research addressing topics such as health disparities, educational access and achievement, political engagement, economic justice, social mobility, civil and human rights and other questions of interest to historically underrepresented groups;
 - Artistic expression and cultural productions reflecting diverse communities or voices not well-represented in the arts and humanities.

**Note the Office of Diversity, Equity & Community Engagement's [definition](#): "Diversity and diverse are here meant to include but are not limited to cultural differences, race/ethnicity, color, national origin, sex, pregnancy, age, (dis)ability, creed, religious or spiritual beliefs, sexual orientation, socioeconomic status, class, gender identity, gender expression, veteran status, political affiliation, or political philosophy."*

- ii) Applicants in Science, Technology, Engineering and Math fields:
 - (a) Articulation of how your research has the potential to serve the needs of groups historically underserved by academic research;
 - (b) The potential to make research contributions understanding the barriers facing groups who have been historically underrepresented in fields in higher education. For example:
 - Studying patterns of participation and advancement of women, racial minorities and/or other groups in academic field(s) in which they are underrepresented;
 - Evaluating research programs, curricula and teaching strategies designed to enhance participation of students from groups underserved by higher education.
- 4) **Education Background Statement**
- a) Applicants are encouraged to address the following:
 - i) The potential of your teaching and service activities to contribute to higher education through your experiences with or understanding of the barriers facing women, domestic minorities, students with disabilities and/or members of other groups underrepresented in higher education careers. Examples include but are not limited to:
 - (a) Articulation of the barriers facing women, racial minorities and/or other groups in academic field(s) in which they are underrepresented;
 - (b) Participation in higher education pipeline programs such as Summer Research Opportunity Programs or McNair Scholars;
 - (c) Attendance, teaching or service at a minority serving institution.
 - ii) Your record of academic service to advance equitable access to higher education for women, racial minorities and/or other groups in field(s) where they are underrepresented;
 - iii) Your record of leadership or significant experience performing public service addressing the needs of our diverse society.
- 5) **Writing Sample**
- a) Please select a scholarly writing sample exemplary of your research or scholarship. For previously published articles, you must be the primary author.
- 6) **Recommendation Letters (3 in total)**
- a) We strongly encourage you to solicit recommendation letters **in advance** of submitting your application. Please work with your CU Boulder faculty mentor to solicit a recommendation letter from the appropriate department chair. **It is the applicant's responsibility to ensure Recommendations Letters are received by the deadline. No exception.**
 - b) Thesis advisor
 - i) Your thesis advisor(s) should address the following:
 - (1) The quality and originality of your work;
 - (2) Your potential for an academic teaching and research career;
 - (3) If your PhD is in progress, the likelihood of its completion by July 1st, 2021.
 - c) Faculty mentor at CU Boulder
 - i) Your faculty mentor(s) should address the following in their recommendation letter(s):
 - (1) Your planned research;
 - (2) Expected coursework, if any;
 - (3) Extent to which you will participate in departmental and campus academic activity (e.g., seminar programs, Office of Postdoctoral Affairs (OPA) professional development training);
 - (4) Extent of your anticipated participation at national/international research meetings;
 - (5) Facilities and resources available to you; and
 - (6) Your mentor's involvement in other programs designed to increase access and opportunity in

higher education.

- d) Department chair at CU Boulder
 - i) A separate letter from the department chair should address the department's commitment to hire the applicant into a tenure-track faculty position. If you are submitting a single letter in your capacity as department chair and as a mentor, please upload your letter in both the department chair and faculty mentor application fields.

EVALUATION & SELECTION

Applicants are evaluated by faculty reviewers in their own and related fields at the departmental level. Faculty reviewers will evaluate applicants according to academic accomplishments, research proposal strength and potential for faculty careers that will contribute to diversity and equal opportunity through teaching, research and service. Reviewers also may consider the mentor's potential to work productively with the candidate and commitment to equity and diversity in higher education.

Applicants will be rank-ordered by each School or College and recommended to the Final Selection Committee, which is comprised of representatives from the Office of Diversity, Equity and Community Engagement; Research & Innovation Office; and Office of Faculty Affairs.

SUBMITTING LETTERS

While we encourage you to secure recommendation letters prior to submitting your application, you do not need to upload recommendation letters prior to submitting your application materials. Recommendation letters will be automatically solicited by the online application system **after** you submit your application. Letter writers will be provided instructions and unique URLs to submit their letters in PDF format. Mentors submit their recommendation letters to chairs directly via email and in the online portal. Again, it is the applicant's responsibility to ensure these letters are uploaded by the deadline.

You will receive an email confirmation from the online application system each time a letter is uploaded to the application. The deadline for uploading faculty mentor, department chair and reference letters is **December 1, 2020**.

GUIDELINES FOR FACULTY MENTORS

The below guidelines are designed to aid faculty mentors working with applicants for the Chancellor's Postdoctoral Fellowship for Diversity Program.

EXPECTATIONS

PRE-AWARD

Applicants must contact and work with faculty mentors before submitting online applications. Applicants should coordinate with faculty mentors and also seek your department chair's recommendation letter. You may wish to provide applicants with critical review of their application materials.

If you receive an electronic request for a recommendation letter for a Chancellor's Postdoctoral Fellowship for Diversity Program applicant *who has not contacted you* prior to submitting an application, please inform cpfellows@colorado.edu; no further action is required on your part. Such applicants are ineligible for the program.

Department chairs must also provide recommendation letters for applicants and multiple applicants may be interested in a single department; thus, we strongly encourage discussing applicants with your Chair before applications are submitted. Department chairs will be provided a list of applicants and their mentors after the online application system closes on **November 1, 2020**.

POST-AWARD

Chancellor's Postdoctoral Fellowship for Diversity mentors are usually tenured faculty who are expected to:

- » Assist the fellow in establishing a visible presence in the department;
- » Be available and regularly meet with the fellow on a one-on-one basis;
- » Work with the fellow to develop an Individual Development Plan (IDP) – a tool to help track your postdoc's progress and goals ([see guidelines here](#)). Research goals should align with the postdoc's career path, with the potential for publications and other opportunities for development;
- » Encourage the fellow to attend orientations, trainings, and workshops offered by OPA, Career Services and other units, and to present at conferences and/or symposia;
- » Provide support and guidance in the fellow's work, while allowing a degree of autonomy.

The mentor should not expect to meet all of the fellow's career development needs personally, but should provide an overall framework to ensure the fellow has access to a broad academic network to support his or her work.

Mentors may also play an important role in advising fellows about the academic job market and making connections to related departments at other doctoral-research extensive institutions that may be interested in the fellow for a faculty appointment. At CU Boulder, the expectation with a fellowship offer is that departments will hire Chancellor's Postdoctoral Fellows for Diversity for faculty appointments. Departments and faculty mentors will onboard fellows like any new hire and make appropriate arrangements for space and other necessary resources, including research supplies and costs.

RECOMMENDATION LETTERS

PROCESS

Applicants should solicit your support prior to submitting their applications. After you have accepted a candidate for mentorship, we strongly encourage you to discuss with your department chair sources of space and financial support for the candidate's research costs as well as the candidate's promise and fit as potential future tenure-track faculty candidate in your department. Please provide your recommendation letter directly to your chair via email and the online portal no later than **November 15, 2020**. These actions will help your chair in crafting their recommendation letters, particularly if multiple candidates are applying to a single department.

Once an applicant submits an application, an automatic email will be generated by the application system that includes a unique URL and instructions for submitting your recommendation letters. If such an email is not received, please check your spam folder. In the event you cannot locate the URL, please email cpfellows@colorado.edu. **Mentors** must upload letters in *PDF format* by **November 15, 2020**.

If you have questions about or difficulty uploading your recommendation letter, please email ppfpinfo@berkeley.edu.

In the event a mentor is a non-tenured or retired faculty mentor, the letter should address the mentor's expertise and ability with respect to the applicant's needs. Given the program's intent to be a pipeline to a tenure-track faculty position, the applicant also will need a mentor from within the tenured/tenure-track faculty.

CONTENTS

Faculty mentors should address the following in a letter of support:

- » Applicant's planned research;

- » Expected coursework, if any;
- » Extent to which the applicant will participate in departmental and campus academic activity (e.g., seminar programs);
- » Extent of applicant's anticipated participation at national/international research meetings;
- » Facilities and resources available to the fellow; and
- » Mentor's involvement in mentoring for other programs designed to increase access and opportunity in higher education.

GUIDELINES FOR DEPARTMENT CHAIRS

EXPECTATIONS

PRE-AWARD

Candidates must contact and work with faculty mentors before submitting online applications who should, in turn, discuss applicants with you and seek your recommendation letter on behalf of candidates. Faculty mentors will be asked to provide you with their recommendation letters by **November 15, 2020**. If you are submitting a single letter in your capacity as department chair and as a mentor, please upload your letter in both the department chair and faculty mentor application fields.

Multiple applicants may be interested in a single department. Department chairs will be provided a list of applicants and their mentors when the online application system closes on **November 1, 2020**. Please review multiple candidates consistent with your department's established policies and procedures; you may wish to provide separate recommendation letters for each candidate, or you may opt to only provide a recommendation letter for one applicant. If you choose the latter, please email cpfellows@colorado.edu to inform the program of which applicant you will be supporting, and which you will not, to facilitate applicant tracking.

If you receive an electronic request for a recommendation letter for a Chancellor's Postdoctoral Fellowship for Diversity Program applicant *whose faculty mentor has not contacted you* prior to submitting an application, please inform cpfellows@colorado.edu; no further action is required on your part. Such applicants are ineligible for the program.

Lists of past applicants for your department are available to you for faculty recruitment purposes. Please email cpfellows@colorado.edu if you are interested in such materials.

POST-AWARD

Host departments are expected and encouraged to:

- welcome the fellow into the department and make every effort to ensure the fellow is included in communications about departmental colloquia, seminars and social events;
- provide the fellow with information about salary and benefits, and to administer the fellow's research and professional travel funds;
- provide the fellow with access to routine administrative support such as telephone lines, departmental mail services, libraries and technical support;
- consider applicants for faculty appointments, and provide fellows with timely information regarding a future faculty appointment or reappointment for a second term as a Chancellor's Postdoctoral Fellow for Diversity;
- onboard fellows like any new hire and make appropriate arrangements for space and other necessary resources, including research supplies and costs.; and
- hire the fellow under the Postdoctoral Associate (1312) job code and coordinate offer letters with the

DEPARTMENTAL REVIEW & RECOMMENDATION LETTERS

REVIEW PROCESS

Candidates should request support from their mentors prior to submitting their applications. We strongly encourage mentors and department chairs to discuss sources of space and financial support for the candidate's research costs as well as the candidate's promise and fit as potential future tenure-track faculty candidate in your department *before candidates submit their applications*.

To aid in candidate selection at the departmental level, we require mentors to provide recommendation letters separately to department chairs no later than **November 15, 2020**. You may wish to request additional application materials from candidates (please see Required Documents) for departmental review.

Once a candidate submits an application, an automatic email will be generated by the application system that includes a unique URL and instructions for submitting your recommendation letter. If you do not receive such an email, please check your spam folder. If such an email is not received, please check your spam folder. In the event you cannot locate the URL, please email cpfellows@colorado.edu. **Chairs** must upload letters in *PDF format* by **December 1, 2020**.

If you have questions about or difficulty uploading your recommendation letter, please email ppfpinfo@berkeley.edu.

REVIEW CRITERIA

1. Postdoctoral candidate's CV and statements;
2. Letter from faculty mentor describing impact of research and contribution to discipline or field;
3. Support letter from the chair or director that includes:
 - a. Potential future role as a tenure-track faculty member; including outcome of department or executive committee vote on the individual as their endorsement of fit and potential as a tenure-track faculty in relation to department's Strategic Hiring Plan, scholarly area, etc.
 - b. Space allocation;
 - c. Other resources available;
 - d. Anticipated teaching assignment, if any, including a justification;
 - e. Current departmental diversity;
 - i. Faculty diversity;
 - ii. Undergraduate diversity.

LETTER CONTENT

This letter should describe the department's commitment to hire the applicant into a tenure-track position and/or identify a potential fit with another CU Boulder department, if appropriate. In the event the mentor is a non-tenured or retired faculty mentor, the letter should also address the mentor's expertise and ability with respect to the candidate's needs. Given the program's intent to be a pipeline to a tenure-track faculty position, the applicant also will need a mentor from within the tenured/tenure-track faculty.

POST-AWARD PROCEDURES

TERMS OF APPOINTMENT

APPOINTMENTS

The CU Boulder Chancellor's Postdoctoral Fellowship for Diversity Program awards postdoctoral fellowships annually in all fields for research conducted under faculty sponsorship. The annual award provides postdoctoral fellows a salary of \$50-60,000 per year, depending on the field and level of experience, and additional funds for professional development (please see [Professional Development Fund Guidelines](#)). The fellowship is designed to be one-year to develop postdocs and cultivate skills and experience for a tenure-track faculty appointment. In very rare circumstances, one-year renewals may be offered, subject to Chancellor's Office approval. For information on renewals, email cpfellows@colorado.edu.

The Chancellor's Office support also covers the costs of benefits and enrollment in medical, dental and basic life insurance coverage while employed as a Chancellor's Postdoctoral Fellow for Diversity. It is expected that departments and faculty mentors will onboard fellows like any new hire and make appropriate arrangements for space and other necessary resources, including research supplies and costs.

EXPECTATIONS

Chancellor's Postdoctoral Fellows for Diversity are expected to:

- » Establish residence and participate in academic life at CU Boulder;
- » Focus full-time on research and avoid other commitments, such as teaching or additional employment;
- » Meet regularly with their faculty mentor; and
- » Attend Office of Postdoctoral Affairs workshops.

TEACHING POLICY

The Chancellor's Postdoctoral Fellowship for Diversity Program is designed to provide new scholars with protected time to focus on research and publishing activities to enhance their prospects for appointment as a tenure-track faculty member. The terms of the fellowships do not allow teaching without prior approval from the faculty mentor and the program director. Teaching will be approved only if the opportunity appears to serve the fellow's career development and only if it occurs at CU Boulder.

The program may approve teaching commitments under the following circumstances:

1. The teaching involves a small, focused course (i.e. an upper division or graduate seminar) that is closely related to the fellow's area of research;
2. The fellow is in a field where teaching is expected to be part of postdoctoral fellowship appointments;
3. The fellow has done little teaching and needs to add teaching experience in order to be competitive for tenure-track faculty appointments.

The program will not approve teaching responsibilities that interfere with the time fellows need to devote to their research. The program would not look favorably at a request to teach a large introductory class or a request from a fellow who has significant prior teaching experience. Teaching at another institution is prohibited and may result in the loss of fellowship support.

All requests to teach must be submitted for approval to the faculty mentor and then to the fellowship program office for approval. Requests to the program office may be made by email (cpfellows@colorado.edu).

MAKING AN APPOINTMENT

Fellows may begin their appointments on or after **July 1** of the year in which they have won the award.

Fellows are appointed under CU Boulder's Postdoctoral Associate (1312) job code. Host departments should work with the HR Research Service Center (resfachr@colorado.edu) to process the appointment and generate offer letters.

The Chancellor's office provides \$50,000-60,000 in salary for Chancellor's Postdoctoral Fellows for Diversity. Departments may supplement this, as is appropriate to the discipline, at their own discretion. If you are interested in supplementing funding, please email cpfellows@colorado.edu.

CAREER SUPPORT

In addition to professional mentorship from faculty mentors and departments, Chancellor's Postdoctoral Fellowship for Diversity awardees are encouraged to avail themselves of resources from the [Office of Postdoctoral Affairs](#), including New Postdoc Orientation, professional development workshops and more. Awardees are invited to small-group meetings of current and past awardees to focus on specific professional needs, as well as social events offered through the [Postdoctoral Association of Colorado Boulder](#) (PAC Boulder). Please email opa@colorado.edu for more information.