MEMORANDUM

TO: Deans, Heads/Chairs/Directors  
FROM: Carolyn Watters, Provost and Vice-President Academic  
DATE: June 22, 2017  
RE: Call for Submissions – DDFA Program

Launched in 2011, the Dalhousie Diversity Faculty Awards (DDFA) program is a recruitment initiative designed to increase the number of faculty members who come from designated groups. The program also helps to improve the overall approach to diversity in the recruitment of faculty at Dalhousie.

The DDFA program began with a commitment of funding to support up to five tenure stream hires. Through collective bargaining for the 2014-2017 collective agreement, the Board of Governors and the Dalhousie Faculty Association (DFA) agreed to fund an additional five tenure stream positions under the DDFA program. To date, 11 DDFA positions have been awarded to various faculties and this year there will be up to two new awards granted.

The 2017 DDFA program will continue to be restricted to candidates from historically under-represented groups. Faculties that receive a Diversity Faculty Award in 2017 shall recruit candidates that self-identify in one of the two groups that were identified in the most recent Be Counted Census as having the largest gaps in representation – Aboriginal persons (especially Mi’kmaq) and/or racially visible persons (especially African Nova Scotian).

This year’s call for submissions applies to both DFA and non-DFA positions in the professoriate. Details about the program and requirements for submissions are below, and the deadline for submissions is August 18, 2017.

DDFA Program
The DDFA Program pays 50% of the salary for a tenure stream faculty position, to a maximum of $50,000 per year for appointments at the rank of Lecturer or Assistant Professor, and to a maximum of $60,000 per year for appointments at the rank of Associate or Full Professor, for a total period of 5 years.

Award Process

1) All proposals must include a completed Form 1A (Request for Career Stream Position) in which the Department/Faculty outlines the case for the appointment including strategic fit and support for the position.
2) In addition to the Form 1A, proposals should include a response to the following:

_Simply increasing the numbers of designated group faculty members is not sufficient to create and support diversity at Dalhousie. Please describe your Faculty’s commitment to supporting diversity that encompasses:_

   a. education;
   b. outreach;
   c. recruitment;
   d. retention; and
   e. organizational climate.

Please see the enclosed *Guidelines for Evaluating Faculty Submissions* for more information. Submissions should also include information about the labour market where possible (e.g., potential applicants identified).

3) The Associate Deans Academic Council (ADAC) reviews the proposals and makes a recommendation to the Provost who then makes the final decision on which faculties will receive an award.

4) If awarded, the Department/School will follow the regular hiring process to advertise, interview, and recommend a candidate to the Dean. The only exception to the regular hiring process is that the advertising will be restricted to the designated groups specified by the DDFA program.

5) Upon completion of a successful process, the usual recommendations are required (Committee, Head/Chair/Director, and Dean).

Please direct any inquiries and make your submissions (by **August 25, 2017**) to:

Marlo Shinyei  
Academic Staff Relations Manager  
5th floor, Collaborative Health Education Building  
Phone: 494-1127  
Email: Marlo.Shinyei@dal.ca