MEMORANDUM

TO: Deans
FROM: Carolyn Watters
DATE: June 3, 2016
RE: Call for Submissions – DDFA Program

The Dalhousie Diversity Faculty Award (DDFA) program is a proactive initiative that Dalhousie University has adopted in order to increase the number of faculty members who come from historically under-represented groups and to improve the overall approach to diversity in the recruitment and hiring of faculty at Dalhousie, by highlighting considerations of diversity as a routine part of the decision-making process governing hiring, whether making a DDFA appointment or not.

The DDFA program began with a commitment of funding to support up to five tenure stream hires. All five of those positions have now been awarded. Last year, the Board of Governors and the Dalhousie Faculty Association (DFA), through collective bargaining for the 2014-2017 collective agreement, agreed to fund an additional five tenure stream positions under the DDFA program. Four of those positions have now been assigned, and a single position remains as the subject of this call for submissions for 2016.

The 2016 DDFA program will continue to be restricted to candidates from historically under-represented groups. Faculties that receive a Diversity Faculty Award in 2016 shall recruit candidates that self-identify in one of the two groups that were identified in the 2015 Be Counted Census as having the largest gaps in representation – Aboriginal persons (especially Mi’kmaq) and/or racially visible persons (especially African Nova Scotian).

Additionally, since this DDFA position is funded through an agreement with the DFA, positions requested in response to this call for submissions must be DFA bargaining unit positions.

Details about the program and requirements for submissions are below, and the deadline for submissions is August 19, 2016.

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 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 (Form 1A, Part 1D).
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:_

- education;
- outreach;
- recruitment;
- retention; and
- 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 recommends to the Provost one or more proposals for a Dalhousie Diversity Faculty 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 19, 2016)* to:

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