



SAN DIEGO STATE  
UNIVERSITY

BUILDING ON INCLUSIVE EXCELLENCE HIRING PROGRAM

The Building on Inclusive Excellence Hiring Program allocates five additional tenure-track faculty hires that may go to qualified candidates identified in regular faculty searches who meet criteria aligned with SDSU's campus commitment to diversity. This program has been developed by the strategic plan working group on the Recruitment and Retention of Underrepresented Faculty, reviewed and approved by the Senate committees on Faculty Affairs, Diversity, Equity, and Outreach, Academic Policy and Planning, and Academic Resources and Planning, and authorized by the Provost.

PROCEDURE

- Departments and schools conducting searches are advised to include in their job advertisements a request for candidates to identify in their letters of application how they meet two or more of the BIE program criteria (see page 2).
- Faculty search committees identify qualified, semi-finalist / short-listed applicants who meet two or more BIE program criteria.
- Faculty search committees submit a nomination form (enclosed) and a department / school diversity plan form to the Office of Faculty Advancement by **October 30** for departments and schools that plan to complete hiring during fall semester *or* by **December 15** for departments and schools that plan to complete hiring during spring semester. Forms are available on the Faculty Advancement website.
- The Tenure-Track Planning Committee reviews the nominations and determines which nominees meet the stated Candidate Experience Criteria. From this list, the Provost decides which nominations to grant offers and notifies the departments / schools and their College Deans of his decisions. The review and notification process will take place in November for hires to be completed during fall semester and in December – early January for departments and schools that plan to complete hires during spring semester.
- Departments / schools and deans must extend an offer to the candidate or decline the award within three weeks of notification. A declined award will be allocated to another eligible nominee via the nominating department / school.
- If a nominee is identified as a potential BIE hire, the department / school may hire the BIE candidate and another finalist, hire the BIE candidate and bank the regularly allocated search for a different search in a future year, or continue with its regularly allocated search and reject the BIE hire. In no instance will receiving a BIE hire “count” against departments / schools or colleges in future years’ hire allocation deliberations.

To nominate a faculty candidate, please submit this nomination form and Building on Inclusive Excellence Diversity Plan form to the Office of Faculty Advancement via campus mail (MC 8010) or email with PDF attachment to [facultyadvancement@mail.sdsu.edu](mailto:facultyadvancement@mail.sdsu.edu).

*If you have questions, please contact the Office of Faculty Advancement at 594-6111.*

**CANDIDATE NAME:** \_\_\_\_\_

**Name of position:** \_\_\_\_\_

**VPAA Number:** \_\_\_\_\_

**Department / school:** \_\_\_\_\_

**Search committee chair name and email:** \_\_\_\_\_

**Department chair / school director name and email:** \_\_\_\_\_

**CANDIDATE EXPERIENCE CRITERIA**

*(Must meet at least two of the following; please indicate where evidenced in the dossier. Underrepresented populations in higher education include African-American, Latino/a, Native American, and Pacific Islander, groups of varying abilities, or any other group that has been documented as underrepresented in the candidate's academic discipline.)*

- Is engaged in service with underrepresented populations in higher education  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_
- Demonstrates knowledge of barriers for underrepresented students and faculty in higher education  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_
- Has experience or demonstrated commitment to teaching and mentoring underrepresented students  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_
- Integrates understanding of underrepresented populations and communities into research  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_
- Extends knowledge of opportunities and challenges in achieving artistic / scholarly success to members of an underrepresented group  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_
- Is committed to research that engages underrepresented communities  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_
- Shows expertise in cross-cultural communication and collaboration  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_
- Has research interests that contribute to diversity and equal opportunity in higher education  
Location in dossier: letter \_\_\_\_\_ c.v. page \_\_\_\_\_ other \_\_\_\_\_