

FACULTY RECRUITMENT INCENTIVE PROGRAM (FRIP)

Guidelines

**Metropolitan State University of Denver
Office of Academic and Student Affairs**

Approved by Dr. Stephen Jordan, President

Initiated on July 2005

Updated 9/2014

Revised 11/16/2016

FACULTY RECRUITMENT INCENTIVE PROGRAM

I) Statement of Intent and Purpose

- A) The Faculty Recruitment Incentive Program (FRIP) is designed to increase diversity (race, gender/gender-identity, veterans and disabled persons) at MSU Denver by
- 1) Encouraging all MSU Denver academic departments engaged in the screening and selection of faculty to aggressively seek/invite applications from and hire faculty who reflect the diversity of our student body and surrounding community; and
 - 2) Promoting the professional development of FRIP hires by facilitating the completion of their graduate course work leading to a terminal degree in their discipline.
- B) FRIP has also been established to encourage attainment of two major objectives of the MSU Denver goal to achieve a diverse workforce, namely
- 1) Fostering a multicultural campus and the appreciation of diversity and inclusive excellence; and
 - 2) Improving employment opportunities for all underrepresented groups.

II) Eligibility Requirements

- A) Before a FRIP search can be initiated, a faculty line must be available and allocated to the Department by the Provost/Vice President for Academic and Student Affairs (Provost).
- B) To be eligible, candidates must belong to one of the following four classes:¹
- 1) **Non-Represented** refers to *no* representation of any race, gender/gender-identity, veterans, or disabled persons in a department or unit.
 - 2) **Underutilized** refers to the *under* representation of any race, gender, veterans, or disabled persons in a department or unit – a condition in which a statistical disparity exists between the percentage of women and/or ethnic minorities, non-minorities, veterans, or disabled in a given segment of the University work force and the percentage of *qualified* women and/or ethnic minorities, non-minorities, veterans, or disabled persons available for these positions.
 - 3) **Veterans and Disabled Persons:**² Federal Regulations require that employers be measured against a benchmark “goal” for hiring veterans and people with disabilities. The Department of Labor has set a 7% goal of hiring veterans and persons with disabilities within each established job group.
 - Each applicant must be invited to self-identify as a covered veteran or person with a disability before a hiring decision is made (e.g., with the “application materials for the position”); and
 - Each applicant receiving an offer must be invited to self-identify as a covered veteran or person with a disability after an offer is extended but before the applicant begins working.

¹ NOTE: Utilization data is available in the Equal Opportunity Office.

² See 41 C.F.R. §§ 60-300 and 60-741 Vietnam War Era Veterans’ Readjustment Assistance Act of 1974 (as amended by the Jobs for Veterans Act of 2002) and Section 503 of the Rehabilitation Act of 1973.

- 4) **Special Needs** could include areas where there is a high concentration of ethnic minority majors or courses with a high concentration of ethnic minority students but little ethnic minority faculty. Special needs in consultation with the Equal Opportunity Office as determined by the Provost must be presented on a case-by-case basis.

III) Program Components

A) Acceptance of a FRIP contract constitutes acceptance of the terms of this policy in addition to all other policies incorporated into faculty employment contracts.

B) Tenure-Track Positions

- 1) Before a FRIP appointment can be made, a tenure-track position must be available and allocated by the Provost.
- 2) At the time of initial appointment to the FRIP, a tenure-track position will be set aside for the participant. However, the contract offered to the FRIP participant will be a Category II faculty,³ with renewal based on satisfactory evaluations, which include progress toward the degree. Consequently, a tenure-track position will be available to the recipient once the terminal degree has been awarded, and this position cannot be assigned to another faculty member while the participant is assigned to the FRIP.
- 3) Once the position is allocated, the Chair, in consultation with appropriate colleagues and the Dean, will develop a position announcement. The Chair and appropriate colleagues will discuss whether or not the position will be advertised or if it will be “targeted,”⁴ and make a recommendation to the Dean. Please follow protocol of HR and EO concerning People Admin position description policies.

C) Academic Development Awards

- 1) Academic Development Awards provide financial support up to a maximum of \$20,000, over a maximum period of five (5) years to cover reimbursement for tuition and fees; dissertation, research, or project completion expenses; and/or other incidental expenses associated with the completion of a participant’s terminal degree requirements and/or other academic special conditions as defined in the participant’s employment contracts. This award limit will not include the cost of any work-related equipment assigned to the FRIP participant. Please note Academic Development Awards will not cover costs incurred prior to being accepted in the program. Year one of the five years begins when the FRIP hire signs his/her contract.
- 2) In return, the institution will expect from recipients a commitment of at least three (3) years of continuous, full time employment at MSU Denver following the awarding of the terminal degree. Once the FRIP participant finishes the agreed-upon degree, the six-year probationary period toward tenure will begin with the next academic year contract.
 - (a) Fulfillment of this expectation is contingent upon meeting performance expectations detailed in the FRIP contract. If a FRIP hire does not meet those expectations, or, does not complete the program for any reason, the FRIP participant must reimburse all financial support received through the University’s Academic Development Award while participating in the FRIP up to the date they leave the program (see Section VI.B.

³ See *Handbook for Professional Personnel*, Chapter VI, Section A.(5).

⁴ If a position is “Targeted,” the following conditions apply: The position is designated for a particular individual, based on qualifications and needs of the department; Particular individuals, professional organizations, or other agencies may be contacted to inform candidates of the position.

Reimbursement Requirement of this document).

- (b) Should a FRIP participant complete the Program and subsequently resign from the University to accept employment elsewhere before the 3 year commitment of continuous employment s/he participant must reimburse all financial support received through the University's Academic Development Award while participating in the FRIP up to the date they leave the program (see Section VI.B. Reimbursement Requirement of this document).

IV) Application and Appointment Process

- A) Inquiries: All inquiries for an appointment under the FRIP should be forwarded to the department(s) in which the applicant would teach. Each department will be responsible for acknowledging the receipt of inquiries about the FRIP. FRIP guidelines and the FRIP Application Form are available online; other Program materials should be shared with the applicant at the time of inquiry/application.
- B) Application Materials: FRIP applicants shall submit the following:
 - 1) FRIP Application Form;
 - 2) A letter of application which highlights the applicant's strengths;
 - 3) Current and complete resume;
 - 4) Official transcripts of all academic work;
 - 5) Letters of reference from three individuals who are in a position to evaluate the qualifications and experience of the applicant as they pertain to the faculty assignment and the FRIP. One of these letters should be written by the applicant's major professor, which confirms the applicant's likelihood of completing the agreed-upon academic credential/degree and the anticipated date of completion; and
 - 6) Evidence of admission to an accredited terminal degree program.
- C) Administrative Review
 - 1) Each department seeking an appointment under the FRIP shall submit the following documents to the Dean:
 - (a) FRIP application materials received from the applicant;
 - (b) Position announcement of the faculty appointment; and
 - (c) Rationale developed by the department and approved by the Dean of the school/college indicating the need and appropriateness of an FRIP appointment.
 - 2) The department Chair should discuss the merits of a potential FRIP candidate with the Dean of the College/School.
 - 3) If approved, the Dean then submits the material to and discusses the potential appointment with the Provost.
- D) Interview Process
 - 1) The interview process must be identical to that routinely scheduled for faculty applicants.

- 2) Care should be taken to ensure that the candidate receives copies of FRIP guidelines prior to the interview and that these are thoroughly discussed during the interview process.

E) Approval and Denial of Appointment

- 1) If approval is granted to appoint a candidate under the FRIP, the department Chair and the Dean of the respective school/college will receive a memorandum from the Provost confirming the approval of the appointment.
- 2) At that time, appropriate hiring documents should be prepared and submitted by the department Chair to the Dean and the Provost.
- 3) If the appointment is not approved, the department and the Dean will receive a memorandum from the Provost indicating the reasons for the denial. In the case of a denial, all application and department materials will be returned to the department initiating the request.

V) FRIP PARTICIPATION COMPONENTS

A) Mentoring

- 1) All FRIP Participants shall be assigned a senior faculty mentor, who will provide specific targeted support essential to success.
- 2) At the time of hire, the department Chair⁵ to which the recipient(s) is assigned must agree to oversee and arrange such mentoring and consult with the recipient before choosing a senior faculty to mentor for the FRIP participant.
- 3) Any help offered by the Center for Faculty Excellence (CFE) will be secondary to the departmental help arranged. The CFE will primarily help Chairs, mentors, and faculty members involved in the Program by providing mentoring training. However, individual responsibility for providing and receiving mentoring rests with the department faculty, the Chair, and the Dean, as well as the FRIP participant and the mentor assigned to her/him.

B) Development Plan

- 1) In consultation with the department Chair, each FRIP participant must formulate a development plan for completing course work and the agreed-upon degree; the plan must identify specific needs for equipment, University services, and other resources.
- 2) This plan must be signed by the FRIP participant and approved by the department Chair, College/School Dean, and Provost.
- 3) The development plan will contain at least the following elements:⁶
 - (a) College/School and name of Dean;
 - (b) Department;
 - (c) Name of Chair;
 - (d) Name of recipient;
 - (e) Date of hire (Semester, Year);

⁵ FRIP can be used for joint appointments within or between Colleges/Schools.

⁶ If a joint appointment, names of all colleges/schools, Deans, departments, and Chairs, and the signatures of all Chairs and Deans of each will be required.

- (f) Degree sought and specializations, minors, emphases;
- (g) Institution where pursuing the degree;
- (h) Date of admission;
- (i) Name, address, email, and phone number of major advisor;
- (j) Present progress status toward completion of agreed-upon degree;
- (k) A reasonable timeline for degree completion beginning in semester hired and by semester; and
- (l) Signatures of the faculty member, Chair, Dean, and Provost.

(4) Copies of the plan shall be kept in the Department and Dean offices. This plan is the basis for the annual evaluation.

(C) Teaching, Scholarly Activities, and Service Requirements

- (1) Handbook for Professional Personnel (Handbook) Chapter VI, Section A.(5) delineates the teaching load expectations for FRIP faculty.
- (2) Service for FRIP employees is limited to departmental service not external to the department or institution.
- (3) Due to their demanding schedules, faculty members appointed under the FRIP shall not accept summer employment outside the institution or be assigned summer teaching responsibilities, be permitted to teach an Extended Campus class or course, take on any extracurricular activities (internally or external to the institution), teach at other institutions, or take other outside work.

(D) Annual Evaluation of FRIP Participants and Satisfactory Progress

- (1) Every FRIP participant must be evaluated annually according to the Handbook Chapter VI.
- (2) Progress on the performance expectations delineated in the development plan will be the basis for the annual evaluation.
- (3) At the end of each semester and summer, the FRIP hire will submit a report to the Chair summarizing progress made toward the goals of the approved Development Plan (e.g., a summary of achievements for the semester, Student Ratings of Instruction summaries, evidence of relevant department service, etc.). This report shall include supporting documentation such as grade reports, updated transcripts, and letters from the degree completion advisor.
- (4) The Chair and the Dean will meet with the faculty member to discuss the report.
- (5) The Chair will recommend retention or non-retention.
- (6) The Dean in consultation with the Chair and Mentor will recommend retention or non-retention to the Provost.
- (7) The Provost shall make the final decision on renewal.
- (8) Every FRIP participant must receive a satisfactory evaluation rating each year to be renewed in the Program for the subsequent year.
- (9) *Any FRIP participant not making satisfactory progress as evaluated in the spring will not*

receive a contract for the next academic year.

- (10) The Provost, or designee may contact the major advisor at any time to determine the progress toward the degree.

(E) Salary Determination

- (1) The initial hiring salary will be determined based on the University's Salary Survey Policy for faculty and staff.
- (2) Annual salary adjustments will be made provided the participants demonstrate they are meeting the goals of their approved Development Plan.
- (3) Once the participant becomes a tenure track faculty, salary will be determined based on the University's Salary Survey policy (e.g., a salary adjustment based on education and experience will be made for the next academic year's contract, subject to University policies and procedures, etc.).

VI. PROGRAM MANAGEMENT

- A. The FRIP is offered under the auspices of and managed by the Provost.
- B. All development plans for candidates must be sent to and approved by the Provost; academic Deans are responsible for monitoring progress.
- C. The Provost will be responsible for submitting an annual report on the progress of each FRIP faculty member to the President of the University. This report should be submitted to the president, with a copy to the Equal Opportunity Office and the Office of Diversity and Inclusion, by June 1 of each year, or as soon after the completion of annual evaluations as possible, but no later than June 30.