

ASU FACULTY FELLOWS PROGRAM OPERATING PRINCIPLES

The ASU Faculty Fellows Program is designed to address the needed enhancement of diversity among faculty across all disciplines within the Academic Affairs Division of the university. To assist in developing, maintaining and strengthening the program and processes involved, the following recommendations are made.

1. Each year, dependent upon funding and position availability, Appalachian State University will set aside at least one position for this program prior to distribution of positions to the various colleges.
2. Each spring, deans will consult with their department chairs to identify potential placements for ASU Faculty Fellows; consideration in setting priorities within each college will be based upon such criteria as current numbers of minority students/faculty or ratio in existing programs, greatest present and/or future programmatic needs within the college, and any other factors that seem pertinent. These needs and their rationales will be shared with the Provost and the Associate Vice Chancellor for Equity, Diversity and Compliance (AVC) before the end of spring semester.
3. The Provost and AVC, in consultation with the ASU Faculty Fellows Advisory Committee, will review college priorities and establish a preference list to be included in the call for candidates. This preference list will be shared with the deans of the various colleges.
4. The call for Faculty Fellows applications will be issued in early fall by the Associate Vice Chancellor for Diversity with review of applications to begin on or as close to November 1st each year as possible and continue until the position(s) is filled. Departments that are conducting searches may refer applications of candidates to the Faculty Fellows pool for consideration, while also keeping these candidates active in their own pools. Note: when a department makes such a referral and the candidate has not made formal application to be considered for the Fellows Program, the AVC will contact the candidate, explain the program to him or her, and invite the candidate to become an active applicant. If the candidate elects to be considered for the Faculty Fellows position, they must confirm this decision in writing.
5. The AVC will send applications to the appropriate departments for review by the departmental personnel committees and department chairs.
6. DPC's will review applications and make recommendations regarding candidates' suitability for departmental/college needs; recommendations will go from the DPC to department chair to dean and then to AVC and his/her Advisory Committee.
7. Up to three candidates may be brought in for interviews, assuming one position is available. These candidates may be in one or more fields (i.e., there might be only one suitable candidate for a position in a department, another good candidate for a position in another department, etc.).

- a. Candidates will undergo a regular interview process with individual departments, which assume primary responsibility for the interview.
 - b. Candidates will meet with the AVC and the Advisory Committee to engage in an interview to determine the "fit" of the individuals in relation to the university-wide contributions of the Fellow in terms of their ability and commitment to assisting the university in promoting awareness of diversity (see suggested call for applications).
 - c. Funding for the costs of interviews will be borne by the Provost's Office.
8. Recommendations from the departments/colleges, with additional input from the AVC and Advisory Committee will go forward to the Provost.
9. The Provost will make the final decision on which candidate is selected for the position. This decision needs to be made in a timely manner, since departmental searches may be affected by the outcome.
10. As a part of their initial hire, Faculty Fellows will receive support for start-up costs and professional development as deemed appropriate by the Provost's Office in consultation with the appropriate dean and department chair.
11. Since the timing of this process will be crucial to its success, the AVC must work closely with the departments involved to insure that as much as possible, exchange of candidate credentials, notification of candidates, and interview times and process are transmitted expeditiously.
12. The AVC should closely monitor the Faculty Fellows program to assess the effectiveness of the process and to recommend changes as appropriate to the Provost. This includes, but is not limited to meeting:
 - a. annually with department chairs that have participated in the Faculty Fellows Program.
 - b. at least two times a year with all Faculty Fellows as a group.
 - c. at least twice a year with each Faculty Fellow individually – once during first semester, as well as near the end of the academic year to monitor progress and provide support.