



President Diversity Fund Request for Recruitment and Retention

This fund serves to supplement financial support for faculty recruitment and retention, on a limited duration. A decision may take 2-4 weeks depending on the availability of executive reviewers.

Please fill out the enclosed forms and email Linzy Rodrigues at the Provost Office.

Linzy Rodrigues
Provost Office Administrative Manager
Phone: (503) 494-4944
rodrigli@ohsu.edu

3181 SW Sam Jackson Park Road, L601
Portland, OR 97329

Request form

Total Request \$ _____ Date of Request _____

Date Period of use of funds, if granted _____

Recruitment

School of Dentistry _____
(department)

Retention

School of Medicine _____
(department)

Date to use requested funds: _____

School of Nursing _____
(department)

Position: _____

School of Public Health _____
(department)

Type: _____

CV of candidate must accompany your request

Detail of Intention of Funds: (see page 2 for guidelines)

Please note the **intention** of the use of funds. Be as specific and provide as much information on faculty's information, position, FTE, and other information supporting your request.

Summary of Funds Request:

Please note how you plan to **use the supplemental monies** you are requesting to support your recruitment of new faculty and/ or retention of current faculty member. Indicate **your financial shortfall (amount)** and how the diversity fund may assist with your faculty initiative. Please provide budget breakdown to better understand your request and note what your department/school will contribute to the recruitment and retention of this candidate.

If approved, note your account to receive transfer of funds(Fund–Org–Mission): _____

Department: _____

Date: _____

Name of financial administrator: _____

Phone _____

Requested by: _____

Date: _____

Prepared by: _____

Date: _____

Funding Request Guidelines

Requirements of funding is based on the following:

1. Approved open positions and available funding within the department/unit,
2. Available diversity funds, and
3. Professional development and retention strategies as noted

*Periodic audits may be performed to ensure compliance of professional development and retention strategies.

Professional Development Plan

Departments are expected to meet the following:

1. An oversight process and plan to support professional development and advancement for faculty,
2. Guidelines to promotion and career advancement should be provided to all new recruits, and
3. All new junior faculty members will be assigned with a mentor(s) at hire (additional mentors may be assigned outside of department)

Please describe your development plan below:

Additional supporting documentation may be attached

How is the hiring retention of candidate advancing diversity and inclusion in your department?

Additional supporting documentation may be attached