DATE: February 3, 2014

TO: Deans

FROM: Joseph E. Steinmetz, PhD
Executive Vice President and Provost

RE: Special Opportunity Hire Fund

To underscore the importance that I place on diversity as an integral part of our university-wide efforts to build a world-class faculty, and to provide transitional funding for hiring that colleges can access when special opportunities arise, I am establishing the Special Opportunity Hire (SOH) Fund. The $1M allocated to this fund for FY14 will provide incentives to and reward units for successfully recruiting and retaining faculty members who will contribute to diversity and equal opportunity within their unit and, in turn, the university as a whole. Decisions about funding in future years will be made after we assess the success of this pilot year. Units receiving the funds will be expected to assist in this assessment by providing annual reports on the retention of the faculty supported through the program and participating in discussions of best practices for their ongoing mentoring and support.

The pilot program will provide bridge funding, in cash, to help defray the cost of salary support for special opportunity faculty hires. We expect that these hires will emerge either from 1) a targeted search for a faculty member who provides a unit a quality it is lacking, either in experience or expertise, and also possesses attributes that will contribute to the unit’s diversity initiatives; or 2) a national search where one of several strong candidates brings attributes to the unit that will contribute to the unit’s diversity initiatives and the unit decides to make more than one offer. In the latter case, both candidates must accept the offer in order for the unit to receive the funding. In either case, the unit must document its longer-term plans for sustaining the special opportunity hire (e.g., in light of enrollment trends, research support, clinical needs, and so on). Associated faculty appointments are not eligible for this program.

The Office of Academic Affairs will provide cash funding for three years. Units may choose among three funding packages, all equivalent to a year of salary support, excluding benefits:

- 75% of the salary in the first year, and 25% in the second year
- 50% of the salary in the first and second years
- 33% of the salary over each of three years.

These funds are available to all of the colleges, University Libraries, the Glenn School of Public Affairs, and the four regional campuses. The funds are available only for the general funds portion of the salary.
Requests for these funds will be accepted beginning on Monday, February 10, 2014, and funds will be awarded on a first-come, first-served basis. Approval is not automatic and will be based on consideration of the information listed below as well as on my office’s assessment of how best to support campus-wide diversity initiatives and needs. Units submitting more than one request at the same time should submit them in ranked order. In cases where the candidate receiving SOH funding also has a partner being offered a faculty appointment, the partner hire is still eligible for cost-sharing through OAA’s ongoing dual-career hiring fund.

Deans and directors must submit their requests in writing to Vice Provost Susan Williams (williams.488@osu.edu) and include the following information:

- Cover sheet ([http://oaa.osu.edu/assets/files/documents/Form209.pdf](http://oaa.osu.edu/assets/files/documents/Form209.pdf)) indicating:
  - proposed salary
  - financial plan (analysis through enrollment trends or other data that the unit has sufficient teaching, research, and/or clinical work to support this position going forward)
  - brief explanation of how the faculty member would contribute to the mission of the unit and enhance the unit’s diversity initiatives, as defined in the college or unit strategic plan.

- Candidate’s CV

- If candidate will be appointed at rank of associate or full professor, a draft offer letter, and a letter summarizing review and recommendation from the Promotion and Tenure committee chair and TIU head. The full documentation for approval of tenure, including external letters, can be provided separately and are not required for approval of funding.

Cc:  President’s Cabinet  
Vice Provosts  
Hazel Morrow-Jones, Associate Provost and Director, The Women’s Place  
Leslie Alexander, Chair, Faculty Council  
Tom Wells, Chair-Elect, Faculty Council  
Tim Gerber, Secretary, University Senate  
Ken Lee, Chair, Steering Committee  
Elaine Richardson, Chair, Senate Diversity Committee  
Mike Hogan, Chair, FCBC  
Senior Fiscal Officers  
Senior Human Resources professionals