



## **All Department and Search Committee Chairs in STEM and SBE Disciplines**

**From: Gertrude Fraser, Pam Norris, and the CHARGE Team**

**Subject: U.Va. CHARGE Faculty Candidate Active Recruitment and Outreach Fund**

We are pleased to announce that we are accepting requests for support for recruitment, outreach and candidate travel to assist with identifying and recruiting highly qualified women tenure track faculty candidates, especially underrepresented women candidates, in science, technology, engineering and math (STEM) and social, behavioral and economic (SBE) departments.

### **Purpose**

- To provide support for outreach and travel to assist with identifying and recruiting highly qualified women tenure track faculty candidates, especially underrepresented women candidates, in science, technology, engineering and math (STEM) and social, behavioral and economic (SBE) departments

These funds, up to \$1,500 per search, are meant to supplement and leverage other resources, such as existing job announcement and candidate travel funds. Funds could be used, for example, to

- Bring a female candidate on grounds when travel budgets may be limited or to bring a female candidate back for a second visit
- Post your position announcement in targeted venues to attract women candidates

This funding is provided by the U.Va. CHARGE program funded by the National Science Foundation ADVANCE award (NSF ADVANCE IT Award #1209197).

### **Request Process**

Complete a request form and send it along with the candidate's CV and job posting to: U.Va. CHARGE at [uvacharge@virginia.edu](mailto:uvacharge@virginia.edu)

### **FAQs**

*How will the funds be awarded?*

Awards will be reviewed by a committee and an email notification will be sent to the Requesting chair and Dean advising of the award decision.

*How will the approved award be distributed?*

If the award is for recruitment and job posting or advertising costs, please submit the estimated invoice and



costs along with the information for submitting the advertisement (text for the ad, submission address etc) to U.Va. CHARGE at [uvacharge@virginia.edu](mailto:uvacharge@virginia.edu) with and copy your school HR director.

If the award is for travel, the approved amount will be a reimbursement for actual travel incurred. Within ten days of the actual travel, the department should submit a copy of the travel reimbursement form and the following information: candidate last name, dept, recruitment. Submit this info to U.Va. CHARGE at [uvacharge@virginia.edu](mailto:uvacharge@virginia.edu)

We look forward to teaming with you to advance our goals, while strengthening the University of Virginia.

The goal of the NSF ADVANCE Program is to increase the participation of women, including African Americans, Latina, and Asian American women, in the academic science, technology, engineering and math (STEM) and social, behavioral and economic (SBE) science careers.

CHARGE seeks to create an empowered collaborative, participatory form of community that draws on the collective capacity of women faculty, their male colleagues and administrative leadership allies to identify and ameliorate the structural and cultural barriers to women's full participation in academic STEM careers.



**CHARGE Faculty Candidate Active Recruitment & Outreach Fund Request Form**

*Please complete this form electronically and submit electronically to CHARGE*

**Requester Information**

Department \_\_\_\_\_  
Dept. Chair Name: \_\_\_\_\_  
School/College \_\_\_\_\_  
Search Committee Chair Name: \_\_\_\_\_  
Date of Request \_\_\_\_\_  
Amount Requested: \_\_\_\_\_

**Reason for Request:** Why are these funds being requested? How will these funds help your department to either identify or recruit a highly qualified woman candidate? What other primary funds will be used?

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**To be completed if the funds will be used for a specific candidate.**

Name of Candidate: \_\_\_\_\_  
*Funding will only be considered if attach a copy of the candidate's CV and the job announcement when you submit the request.*

Date the candidate will travel to the grounds for Interview or second visit: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Requesting Chair

\_\_\_\_\_  
Signature of the Requesting Dean