

To: Deans; Department Chairs; Faculty Coordinators
From: Anita L. Allen
Date: June 14, 2017
Subject: Faculty Opportunity Fund policy and procedures

We are pleased to have supported the hiring and retentions of standing faculty through the Faculty Opportunity Fund over the years of the *Action Plan for Faculty Diversity and Excellence*. The number of applications for FOF funding has increased, and the process has inevitably grown more competitive.

As we are embarking on the next phase of the *Action Plan, 2016-2021*, this is a good time to reiterate and clarify our guidelines and to share a revised Faculty Opportunity Fund application form.

First, funding is available for newly recruited faculty, or for existing faculty being retained in response to an outside offer. The expectation in both cases is that the FOF request will be made during the recruitment/retention process, not after it is resolved.

Second, each of your requests should include a supplemental memo from the Dean or Associate Dean, which should state the reason for the FOF request. The justification should include how the particular qualifications and strengths of the faculty member will/does enhance the academic excellence, breadth, diversity and inclusiveness of the faculty.

Finally, approval and funding is only guaranteed once our office has received an FOF form with the appropriate signatures and financial documentation from the Provost's Office. As in the past, I am happy to signal my support and to discuss whether a candidate qualifies in email or by phone. Please make sure your chairs understand that approval of a "search waiver" by my office or of a "target of opportunity" hire by a School is distinct from approval of Faculty Opportunity Fund Funding.

We have included with this memo a newly revised Faculty Opportunity Fund request form that seeks to make clearer the distinction between newly hired faculty and retention of existing faculty. Please note that in both cases:

- a) Requests should be made before the faculty member is signed/re-signed.
- b) Supplemental materials (CV & justification) are required.
- c) Materials must be submitted by email to provost-fac@upenn.edu for tracking purposes.