

**Guidelines for Strategic Hiring Fund
Office of the Provost and Vice Chancellor for Academic Affairs**

The Strategic Hiring Fund is intended to provide a framework and funding mechanism for the recruitment of faculty who meet identified needs within the University of Arkansas, particularly those individuals who offer diversity in areas where under-representation exists or who bring unique perspective because of personal or professional backgrounds and expertise.

The Strategic Hiring Fund will provide bridge funding to a department in the event that a qualified candidate or qualified spouse of a candidate from an under-represented group presents himself or herself for consideration and the department does not have an open position or cannot fully fund the position or provide a competitive salary to attract the candidate.

It is important to note that strategic hires are not intended to circumvent the normal search process. All academic units should pursue diversity through the normal hiring process vigorously. Requesting bridge funding from the Strategic Hiring Fund should be the exception, not the rule, in hiring decisions in the academic units.

The bridge funding will support the costs of pursuing a strategic hire by providing funds until the hiring unit can fully fund the position itself through an opening of a faculty line or by research grants and contracts which make the position self-supported. The funds will be provided in the following phase-down methodology.

Year 1	100% of salary
Year 2	80% of salary minus merit increases
Year 3	60% of salary minus merit increases
Year 4	40% of salary minus merit increases
Year 5	20% of salary minus merit increases
Year 6	Unit responsible for full salary and any merit increases

To be eligible for receiving bridge funds from the Strategic Hiring Fund, the request must fall within the following guidelines. Requests will be competitively reviewed based on the number of criteria met and the availability of strategic hiring funds.

- Enhances the reputation of the University of Arkansas;
- Reinforces strategic initiatives established by the institution;
- Reinforces the strategic mission of the college, school, or unit;
- Enables the college, school or unit to address the need to recruit and retain under-represented groups;

- Builds on an existing strength or embarks on a new area of emphasis that is nationally competitive;
- Brings or retains an individual or spouse with an established reputation for scholarship or service to the University of Arkansas;
- Has the potential to increase external funding from either the public or private sector;
- Is beyond the unit's ability to support through internal reallocations.

Process for Hiring

College/school deans requesting strategic bridge funding should submit a proposal to the Vice Provost for Diversity. The proposal should include:

- amount of salary dollars required to secure the hire;
- unique qualifications the candidate brings to the unit;
- potential for tenure and promotion of the candidate.

Upon receipt of the request, the Vice Provost for Diversity will assess the request to determine if strategic fund use is a viable option and make a recommendation to the Provost for a final decision.

The college/school will request and receive any needed hiring or search variances prior to bringing targeted candidates to the campus for visits or interviews.

The college/school must receive approval from the Provost's Office before making official offers to the targeted candidate.

9/19/12