Guidelines for Applicants

Please read these instructions before submitting an application for the 2018 Institute. Additional information can be found at www.cic.edu/DiversityInstitute.

Application Instructions:

Institutions that are interested in participating in the Diversity, Civility, and the Liberal Arts Institute should submit a single application packet for a four-person team from the institution. Only colleges and universities that are Institutional Members in good standing of the Council of Independent Colleges may apply.

A complete application packet will include:

1. A narrative statement of no more than six (6) pages that addresses the following topics:

   - Specific institutional challenges or opportunities related to diversity and civility that the Institute may help address. For example, have there been changes in the composition of your student population or the surrounding community? Have these changes been reflected in your faculty and staffing? Have there been recent student protests or activism on campus? What happened—and how did the institution respond? What worked and what didn’t work in the response? How would you describe the current campus climate, in terms of actual or potential points of conflict (and including the perspectives and behaviors of faculty and staff members as well as students)? Are there aspects of your institution’s history—such as campus traditions, commemorative buildings or monuments, or specific episodes from the past—that are considered offensive by some current students or other campus constituencies? Is your institution located near sites of historic or contemporary controversy? Have there been specific challenges to free speech on campus, or changes to the process used to invite guest speakers?

   - Previous or current efforts to support diversity and civility on campus. For example: What academic or disciplinary policies are in place to address issues of diversity and civility on campus? What changes in curriculum, co-curricular activities, hiring, faculty and staff training, student training, or other areas have been implemented or discussed in relation to diversity and civility? What data do you have about the impact of these efforts? Are there plans to add or restructure staffing in the area of diversity and inclusion? Is diversity addressed in the current strategic plan with specific goals and measurable outcomes? Does the institution have a strategy to address social media activities (which may promote student unrest but also provide additional opportunities for teaching and learning)? CIC is especially interested in any curricular efforts to address campus activism, deepen understanding, and promote the appreciation of multiple perspectives and candid but civil discourse.
• **A preliminary plan to utilize the content of the Institute upon returning to campus—**
  *both in curricular and co-curricular activities.* The Institute will be an opportunity for participants to learn about the best relevant research and to help their institutions develop realistic plans to make changes in support of greater diversity and civility on campus. These plans should be appropriate to the specific mission, challenges, and campus climate of each institution. For example: How will the scholarly content of the Institute be incorporated into specific courses and across the curriculum? How will the participants encourage other faculty members and administrators on campus to read the these books and other Institute materials and use them in conversations with students? How will faculty members incorporate the Institute’s content into both classroom pedagogy and informal teaching and advising outside of the classroom? How will faculty members be supported in these efforts? How will co-curricular activities and student services promote students’ understanding of diverse perspectives? How will the institution clarify and promote its expectations about how students, faculty, staff, and institutional leadership should respond when dealing with potentially disruptive episodes? How will changes be institutionalized and sustained? Finally, how will the institution measure the success of the proposed plan and who will be involved in evaluating its success? The preliminary plan described in the application narrative will be revised during and after the Institute.

• **The relevant experience, campus roles, and anticipated activities of the proposed team members following the Institute.** The two instructors on the team should be full-time, permanent members of the faculty who have a proven track record in shaping campus opinion and who will be expected to take a leading role in sharing the content of the Institute with their colleagues. One administrator should be the chief academic officer or other senior administrator in academic affairs. The second should be a senior administrator who can take a lead role in bridging classroom and co-curricular activities; this could be the chief student affairs officer, chief diversity officer, mission officer, director of spiritual life or campus ministry, director of athletics, or others.

2. A brief biography (one page or less) of each team member. Full CVs are not required and should not be submitted. Please note that acceptance to the Institute is for the individuals named in the application; substitutions will be allowed in rare circumstances only, so please verify the team members’ ability to participate on June 3–6, 2018, before submitting an application.

3. A signed cover letter from the president indicating the institution’s support of the application and commitment to the Institute’s goals and expectations. The letter should include specific commitments to support the institutional goals described in the narrative statement and to meet CIC’s expectations of participating institutions, including: What will the institution do to maximize and sustain the impact of the Institute? What resources is it willing and able to commit to that end? And how will the institution assess and amplify the impact of the Institute on promoting diversity and civility?

4. Supplemental materials—such as media accounts of campus unrest or activities in support of diversity and civility, institutional statements and policies, relevant course syllabi, etc.—may be included with the application but are not expected or required.
Institutional Expectations:
Institutions selected to participate in the Diversity, Civility, and the Liberal Arts Institute will be expected to:

1. Remain an Institutional Member in good standing of CIC through the year following the Institute and assure the active participation of the designated team members. Note that there will be no cost to Institute participants for lodging, books and materials, or most meals. In addition, CIC will provide each institution with a stipend of up to $1,000 to offset some travel costs.

2. Support efforts by participating faculty members to incorporate Institute materials into their teaching.

3. Provide opportunities and appropriate incentives for participants to share what they learned at the Institute with colleagues on campus, including both faculty members and student support personnel.

4. Develop institution-specific goals for: a) applying the content of the Institute proactively for student engagement; and b) clarifying expectations about how students, faculty, staff, and institutional leadership should respond when dealing with potentially disruptive episodes.

5. Share lessons with other institutions involved in the Institute for mutual support.

6. Prepare a written report for CIC.

Note that the selection criteria for participants include the institution’s commitment to inclusive pedagogy, its willingness to collaborate with other institutions to address common concerns about diversity and civility, its commitment to change in curricular and co-curricular practices, and the likelihood that the participating team members can apply what they learn at the Institute to make sustainable changes on campus.

Application Deadline:

The application deadline is Friday, November 17, 2017, at 5:00 p.m. EST. All applications must be submitted online at www.cic.edu/DiversityInstitute.

Selected institutions will be notified in January 2018. The Institute will take place in Atlanta, Georgia, on June 3–6, 2018. A second Institute, with a separate application process, will be offered in the summer of 2019.

Questions?

Please contact Philip Katz, CIC director of projects, at pkatz@cic.nche.edu or (202) 466-7230. CIC also will host a voluntary informational webinar for prospective applicants on Thursday, October 5, 2017, at 2:00 p.m. EDT. Please register in advance at http://bit.ly/2wiUm3e.