

CALL FOR PROPOSALS & GUIDELINES

CUNY Faculty Diversity and Inclusion Conference 2013 Building on a Strong Foundation: Opportunities and Challenges CUNY Graduate Center - March 8, 2013

Research and Working Conference

The inaugural CUNY Faculty Diversity and Inclusion Conference, March 8, 2013, will address a range of critically important opportunities and challenges related to faculty diversity and inclusion as identified in the CUNY *Diversity Action Plan*. These topics include leadership, recruitment, climate and retention, and accountability. This forum offers faculty an opportunity to share and discuss research, ideas, experiences, and actions faculty can take to increase diversity and foster inclusion. We encourage faculty with an interest in these areas to submit proposals that promote dialogue, interaction, and problem-solving.

Conference Objectives

- Share approaches and strategies that enhance understanding of issues related to race/ethnicity, diversity, intersectionality, multiculturalism, and identity;
- Showcase best practices, research, outreach strategies, training methods, and/or success stories for implementing faculty diversity and inclusion programs;
- Discuss ways to integrate diversity into curricula, pedagogy, programs, policies, and accepted practices;
- Create a supportive environment that encourages interactive participation among conference participants and fosters the creation of similar spaces throughout the University; and
- Build upon CUNY's standing as a national leader among institutions of higher education for its success in diversifying the faculty.

Areas of Interest

We are seeking thought-provoking, interactive submissions focused on, but not limited to, the following areas:

- Identity (e.g., race/ethnicity, gender, LGBT, age, disability, etc.)
- Scholarship and research (e.g., micro-aggressions, hidden biases, etc.)
- Cultivating a diverse faculty with faculty support and engagement

- Mentoring of untenured and mid-career faculty
- Balancing or integrating work and life commitments
- Fostering classroom inclusiveness (engaging a diverse student population)
- Promoting an inclusive campus climate

We welcome proposals based on your research, teaching, or practice. Interactive panel discussions, workshops, or paper presentations are encouraged. Proposals will be evaluated on the following criteria:

- Audience engagement
- Relevance to conference objectives
- Best practices
- Clarity

Proposal Submission Overview

*Please refer to the **Proposal Guidelines** for complete details.*

Only proposals including all of the following will be considered:

- Title of presentation
- Three to six keywords to describe proposal topic
- Two to three learning objectives
- Format of presentation (e.g., panel discussion, workshop, paper presentation)
- Time requested (**only submissions conforming to one of the following time formats will be considered**).
 - 45-minute session including one or two presenters (moderator is optional, but a maximum of three total participants);
 - 60-minute session including three to four presenters; or
 - 90-minute session including two, three, or four presenters (moderator is optional, but a maximum of four total presenters).
- Abstract of proposal (**150 word limit**)
- Complete contact information for presenter(s)
- Audiovisual equipment requirements
- Biographic sketch of each presenter (**50 word limit per presenter**)
- Detailed description of proposal (**750 word limit**)

Proposal Guidelines

Proposal Submission Deadline: January 11, 2013

The Diversity Conference Planning Committee is now accepting session proposals. These guidelines detail requirements for submitting your proposal. Only proposals submitted through our online system will be accepted. *We will not accept emailed, faxed, or mailed proposals under any circumstances.*

How to Submit

This process has two steps: Create a User Account and Submit Proposal Materials (see instructions below).

All proposals must be submitted online at <http://fdic2013.acamedics.com> (Word or PDF acceptable). You may return to your account to complete your submission at any time up until the deadline. **Proposals must be received by 11:59 pm on January 11, 2013 (no exceptions).** You will receive an email confirmation once you complete your submission. We will email Notification of Acceptance on or around January 25, 2013.

Create a User Account

First, open the link <http://fdic2013.acamedics.com> and select the **Create Account** tab on the right side of the screen.

The **Create Account** field will request the following:

PROFILE OF PRINCIPAL SUBMITTER

Username	
Password	
Repeat Password	
Salutation	
First name	
Middle name	
Last name	
Institution or Affiliation	
Email	
Phone	
Mobile Phone	
Job/Position Title	

After entering all your data, click on the **Create** tab located towards the bottom of the screen. You will receive a confirmation email. You can return to edit your profile at any point up to the submission deadline.

Submit Proposal Materials

You may now upload your proposal materials by following the four steps detailed below:

- Step 1. Starting the Submission**
- Step 2. Uploading the Submission**
- Step 3. Entering the Submission's Data**
- Step 4. Confirming the Submission**

To begin, on the **User Home** tab, click on **Author** (*aka* presenter). You will be directed to the page with **Step 1. Starting the Submission**. When finished, click on **Save and Continue**.

Now continue to **Step 2. Uploading the Submission**. Follow the directions to upload your **Submission File**. You will upload the following material:

- Three to six keywords to describe proposal topic
- Two to three learning objectives
- Time requested (**45, 60 or 90 minutes**)
 - 45-minute session including one or two presenters (moderator is optional, but a maximum of three total presenters);
 - 60-minute session including three to four presenters; or
 - 90-minute session including two, three, or four presenters (moderator is optional, but a maximum of four total presenters).
- Audiovisual equipment requirements
- Biographic sketch of each presenter (**50 word limit per presenter**)
- Detailed description of proposal (**750 word limit**)

When finished uploading, click on **Save and Continue**.

For **Step 3. Entering the Submission's Data**, your profile information will be pre-populated and you will be asked to enter information about additional authors (*aka* presenters), if any, as well as the **Title and Abstract** of your proposal. When finished, click on **Save and Continue**.

Finally, for **Step 4. Confirming the Submission**, please review your **File Summary** and then click on **Finish Submission**. You will receive an email acknowledgement.

Questions?

For assistance with questions regarding the Call for Proposals, email maryann.mckenzie@cuny.edu.

For technical questions about the submittal website, contact jean.chen@cuny.edu or 212-794-5374.