



# VCU Division for Inclusive Excellence

## Request for Proposals

### RFP-IE-002: Building a Diversity & Inclusion Leadership Certificate Program

The Division for Inclusive Excellence (IE) provides course curricula and programs for our university community that enhance our awareness, competence and skills to engage each other with dignity and respect, recognition and understanding. [IExcel Education](#), as the division's new platform for administering this compendium of programs, seeks your collaboration in the design and development of online course content for its signature Diversity and Inclusion (D&I) **Leadership Certificate Program**. This Request for Proposals (RFP-IE-002) is open to all VCU faculty, staff and students, as well as to community partners who are vested in the success of our university. Course developers will be compensated for their work and will be offered technical assistance during the proposal development phase.

Join us in the effort to better enable our university community to excel as the model urban public research university for diversity and inclusion education in the twenty-first century.

#### **Diversity and Inclusion Leadership Certificate Program**

*Program Description.* The certificate program is designed to engage academic and administrative leaders in how to build an empowering, fair, open and supportive environment in their workplaces. The program will provide insight on how leaders can cultivate a culture of inclusion; and effectively manage employees and students' perceptual and psychological processes about difference and diversity. The program also will provide leaders with illustrative examples and strategies to facilitate meaningful and productive interactions, especially in collaborative and team environments. The program will be sufficiently comprehensive and flexible to apply to non-academic environments as well.

*Course Development.* The certificate program will consist of five courses: four required courses (R) and one specialty course (S). Each course will consist of eight (8) contact hours across a four-week period. In response to [RFP-IE-001](#) from Fall 2018, two of the specialty courses have already been developed: *Cultivating an Inclusive Learning Environment* and *D&I in Healthcare*. The following represents a list of courses that will be added to the

content core of the certificate program. We seek your support in developing these remaining courses:

- Fundamentals of Diversity and Inclusion (R)
- Implicit Bias and Microaggressions (R)
- Leading Diverse Teams (R)
- Building an Inclusive Community (R)
- Advancing Diversity and Equity in Corporate Settings (S)

*Course Delivery.* These will be hybrid courses that incorporate both face-to-face and online instruction. Note: Instructional designers will be available to consult on converting materials to an online format. Experience in instructional design and online teaching is valued.

*Course Compensation.* A total of \$3,500.00 per course will be paid to developers in the form of professional development funds (or check or independent contractor’s agreement, based on employment status). The total compensation amount will not vary by employment status. Compensation for course development will be distributed as each phase of development is completed. A separate compensation plan will be implemented for course instruction.

*Course Completion.* Completed course materials must be available for final review on or before May 1, 2020.

## **Key Dates**

Release Date	December 9, 2019
Intent to Submit Due (Required)	January 13, 2020
Course Proposals Due	January 31, 2020
Anticipated Review	February 2020
Accepted Proposal Notification Date	February 15, 2020
Course and Programs Due May 2020	As Per Time to Completion Agreement

## **Course Proposal Submissions**

The nature and scope of RFP-IE-002 requires a structured process for course proposal development and submissions. The proposal and submission requirements are non-negotiable. There is recognition of the demands placed on faculty, staff and students; however, no assumptions are made about effort proportionality, time and workplace accommodations. Therefore, all prospective course and program developers will be subject to the same standard procedures and timelines. Below, proposal and submission requirements are presented.

### **Intent to Submit**

All prospective online course developers must indicate their interest by completing an Intent to Submit form on or before **January 13, 2020 at 5:00PM EST**. A separate intention must be declared for each proposed course. The [Intent to Submit form](#) requests information about the prospective developer, collaborating partners, and the selected course title. VCU faculty and staff must have their Intent to Submit endorsed by their direct supervisor.

### **General Information and Consultation Period**

There will be several general information sessions offered during the month of December 2019 and January 2020. Please check the submission website for dates. In addition, there will be an open consultation period December 9 - 18 and January 7 - 10. Prospective developers who complete the Intent to Submit are strongly encouraged to attend a general information session and then schedule a consultation to discuss the development of their course proposal(s).

### **Course Proposal Requirements**

Course proposals must be responsive to RFP-IE-002 course titles and requirements described herein. Each course proposal should be thought of as a syllabus in terms of content, format and structured timeline. Below, the essential elements of the proposal are described.

*Proposal Content.* Course proposals should include descriptive and information content that clearly articulates purpose and relevance, goals and objectives, assessment and evaluation and requirements and time. Acceptable certificate course proposals will contain the following:

1. *About:* Profile of the developer/instructor(s) and their qualifications, including any experience with instructional design and/or building/teaching online courses
2. *Abbreviated CV/Resume:* List instructor(s) education, experiences and qualifications
3. *Course Title:* Refer to RFP-IE-002 course titles above

4. *Course Description*: Purpose and relevance of course or program to D&I education.
5. *Course Objectives*: Learning goals and objectives of the course or program.
6. *Course Materials*: Required and recommended books, props, readings, et cetera. Learning activities to engage online learners.
7. *Course Assessment*: Measures to be employed to evaluate engagement and learning.
8. *Course Timeline*: Clearly indicate time to completion for development of course(s).

*Proposal Format.* Each course proposal is limited to five (5) single-spaced pages and must be attached as a PDF to a google form that serves as a [cover page](#). Before submitting, convert the final document to a PDF in an effort to preserve content, format and information. Faculty and staff must have their course proposal endorsed by their direct supervisor.

*Proposal Submission Date.* All course proposals are due on or before **January 31 at 9 PM**. Late proposals will not be reviewed. Only electronic submissions will be accepted. Course proposals must be submitted to IExcel Education through the google [form](#).

## **Course Proposal Evaluation**

Certificate course proposals will be evaluated on the extent to which they promote diversity, inclusion and engagement that leads to global satisfaction and high performance across the university community.

### **Course and Program Proposal Review and Selection**

The Executive Director of IExcel Education will consult with content experts and the Vice President for Inclusive Excellence to select course proposals deemed consonant to the vision and mission of the university.

*Proposal Review.* Course and program evaluation criteria will include:

(1) RFP-IE-002 courses designated as priority; (2) Strength of instructor(s) profile; (3) Articulation of course or program purpose; (4) Appropriateness of course objectives; (5) Relevance of course materials; (6) Reasonable and reliable assessment measures; (7) Confidence in time to completion. Other evaluation criteria will include a consideration of factors related to breadth of course and program offerings; course and program emphases and priorities; and opportunities for course mergers.

*Proposal Selection.* The notice for approved course and program proposals will be sent via email on or before **February 15, 2020**.

## Course Development

Course development will begin in earnest in February 2020. A timeline for completion will be disseminated in the course and program acceptance email. All courses will be completed by **May 1, 2020** to allow additional time for online components to be finalized.

Course developers will need to determine their own accommodations for completing proposal requirements. This may or may not include support from colleagues and direct supervisors. While viewed as a valuable professional development opportunity for faculty and staff, supervisors are under no obligation to afford time for the completion of courses and programs. There are no assumptions made about effort proportionality, time and workplace accommodations. Nevertheless, for these more intensive online certificate courses, technical assistance and consultation, at the discretion of the division, will be provided at no cost to the developer.

Prospective course developers will submit proposals in accordance to established procedures and timelines in RFP-IE-002. Proposals accepted for development will be subjected to continuous review by the division and its designated content experts. The timeline for completion will include check-in points where course developers will need to either present or submit materials to demonstrate progress. Compensation will be based on successfully meeting time to completion goals. ***The Division for Inclusive Excellence will retain rights to all course and program content, upon final payment to the developer.***

## Contact Information

Please contact me with any questions you may have about this opportunity, or if you are interested in scheduling individual or unit-level consultations.

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