

## FAQ

### *Data Science and AI BDPs*

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1. How many BDPs will be recruited into the new data science and AI initiative?
  - a. 30 new BDPs will be recruited to act as human bridges in data science and AI through joint appointments at least two university divisions.
2. How many BDPs will be allocated to clusters?
  - a. We anticipate that each research cluster will be composed of 3-4 BDPs at the associate or full professor level. A handful of positions will be held for investment in targeted hires.
3. What is the timeline to hire the 30 BDPs?
  - a. The first four BDPs must be hired by June 2025. All 30 must be hired by June 2029.
4. What are the appointment requirements?
  - a. Most BDPs will hold appointments in the Whiting School of Engineering (WSE) and another division; however, if the academic field dictates it, they can be jointly appointed outside of WSE with an appointment in the data science and AI institute. The BDP can hold their administrative home in any school depending on the academic case.
5. What is the appointment split between the divisions?
  - a. The split varies depending on what makes sense for the candidate. Some appointments are 50/50 while others are 80/20. The financial commitments for the divisions are based on the appointment split.
6. Who will manage the BDP candidate recruitments?
  - a. All BDP visits will continue to be supported and coordinated with the relevant divisions by the BDP team. Each recruitment will be assigned a BDP Central Administration Team (BCAT) coordinator. Please [email](#) Janel Cummings for who your BCAT coordinator is.
7. I have someone I think would be a great data science BDP candidate. What do I do next?
  - a. If that candidate aligns with one of the data science clusters, please reach out to those cluster co-leads to determine interest. If this is a potential targeted candidate, for which there are very limited positions, we suggest ensuring enthusiastic support from the potential department chairs and then sharing that candidate's information with the BDP team: [Email](#) Nick Wigginton and Chasmine Stoddart. If there is an opportunity to hire a targeted BDP at that time and interest from the data science initiative leadership, the BDP team will prepare a candidate briefing for approval by the President and Provost.
8. What is needed for a briefing?



- a. Please see Attachment 1 for a briefing template.
9. Who is responsible for putting these briefings together?
    - a. The BDP team is here to help. [Email](#) Nick Wigginton and Chasmine Stoddart to let them know that you are ready to proceed with your briefing. We will start a draft and circulate for input before sending to the President and Provost.
  10. We are posting our positions publicly for applications. How does that work within this process?
    - a. Great! We can also support the cost of posting positions. The briefings referenced in questions 7-9 can be created once the top potential candidates are identified. [Email](#) Andrew Waldman to discuss next steps.
  11. Who covers the cost of candidate visits?
    - a. The BDP office will generally cover expenses related to a visit. We sometimes share costs with the relevant departments if there are several return visits.
  12. What expenses are allowable for BDP candidate visits?
    - a. We want to ensure the candidate has a wonderful visit to Baltimore. The following are reasonable expenses related to a candidate's visit: lodging, airfare, rail, rental car, mileage, parking, tolls, meals, etc. We will consider special requests on a case-by-case basis.
  13. The BDP candidate had a successful visit, and the departments have voted in support of their recruitment to Hopkins. What is the next step?
    - a. Ideally, the head/chair/director of the lead/administrative/home department will request the wish list from the candidate; however, there may be cases where it is most appropriate for the recruitment faculty lead or the BDP office to initiate the request. Once we have the wish list, the BDP office will draft the offer letter and financial spreadsheet and coordinate between the departments and schools to facilitate the joint offer.
  14. What does a BDP offer entail?
    - a. Every BDP offer consists of a salary endowment and start up. The startup package varies by BDP as there is large variation in industry standards among the fields represented by the cohort. The endowment payout for FY25 is \$188,000 for every BDP, which is first applied to the divisions' salary and fringe commitment with any excess transferring to the BDP as discretionary funding. This endowment is applied as long as they keep their standing as a BDP, which is generally reviewed every 5-8 years, depending on the school.
  15. What is a startup package comprised of?



- a. We typically budget five years of startup support for each BDP candidate. While specific needs vary, common components are moving costs, support for postdocs, graduate students, computing needs, lab staff, administrative staff (BCAT), equipment, research consumables, spousal support, etc. Startup funds will be available beyond year five if they are unspent.
16. What is the BDP office's financial commitment to BDP offers?
- a. Central will cover 50% of all BDP startup packages. The endowment payout is applied to the hard money coverage (e.g., 9 months/75% FTE) plus fringe benefits. The remainder of the salary and fringe is then covered by the divisions based on the appointment split.
17. What is the expected hard money contribution?
- a. This ranges based on the appointing departments. The BDP office can help adjudicate this based on the split of the appointment and the percent hard money coverage that is the norm in each of the two appointing units.
18. What happens if a recruit is not approved by one of the departments?
- a. We understand it is possible that a candidate might not work out due to reasons within the schools/departments. In consideration of maintaining the political capital of all recruitment leads, Dr. Wirtz will be able to share the news of any stalled recruitments directly with the candidates, if that time comes.