

E-Mail: 3 September 2009

TO: Academic Year 2009-10 Department and Program Chairs/Directors

CC: All Faculty

FROM: Committee on Academic Priorities (Mike Noel – CAP Chair)

SUBJECT: Committee on Academic Priorities (CAP) guidelines for requests for tenure track positions for 2009-2010

Below you will find the Committee on Academic Priorities (CAP) guidelines for requests for tenure track (TT) and continuing non-tenure track (CNTT) positions for 2009-2010. These guidelines are also posted in pdf format on CAP's webpage <www.brynmawr.edu/cap>.

CAP is available during the Fall 2009 Semester to meet with any department or program (Chair, Director, or faculty group) to discuss the submission of a specific position request or any long range planning issues. Please contact the CAP Chair (Mike Noel <mnoel@brynmawr.edu>) to schedule a meeting.

Committee on Academic Priorities (CAP)

Guidelines for Requests for *Tenure Track* and *Continuing Non-Tenure Track* Positions for 2009-2010

3 September 2009

Departments or programs who would like to request a tenure track or continuing non-tenure track position must send a letter of intent (in electronic format) by **2 October 2009** and a full proposal (in electronic format) by **20 November 2009**. These materials should be submitted to the Committee on Academic Priorities, via Linda Butler Livesay – llivesay@brynmawr.edu. The letter of intent should include an abstract describing the position, which will be posted on CAP's webpage to inform other members of the academic community to the intended request.

In reviewing this year's proposals, CAP will continue to emphasize the importance of considering the long-term benefits of each request to the department or program that requests a position and to the College as a whole. Following the philosophy articulated by the 2005-2006 CAP, we believe that "a responsible setting for academic priorities requires that all departments and programs consult and collaborate with allied fields in some fashion and configure their requests with regard to existing faculty resources, programs and future curricular objectives as these are envisioned in the larger academic world."

As with previous CAPs, this year CAP will examine each position request in terms of:

- ✓ its relation to the College's mission and academic priorities,
- ✓ its contributions to short and long term departmental and disciplinary directions,
- ✓ its impact on overall faculty resources at Bryn Mawr and in the BiCo, including our capacity to respond to sabbatical leaves,
- ✓ opportunities to enhance the diversity of our faculty,
- ✓ the history of previous requests from this department or program to CAP,
- ✓ and in the case of CNTT requests, the established guidelines on the nature of CNTT appointments (see Attachment).

A proposal for a tenure track or continuing non-tenure track position must include the following:

1. A detailed description of the proposed position as well as any alternatives that have been considered.
2. A description of the applicant pool for the proposed position. It is particularly important that this document contain specific information on the potential candidate pool from underrepresented groups within the professional discipline(s) being recruited and the specific area(s) being proposed. All requests must identify how the position has been defined so as to attract candidates from underrepresented groups. Relevant professional educational association data on minority recruitment should be included if available.
3. A long range (5-year) plan that outlines the department or program's goals in relation to the College's mission, the department or program's staffing needs, and the future intellectual and pedagogical directions of their specific academic area. This plan should also reflect on the history of the department or program over a minimum of the last five years.
4. A detailed rationale for the position including, but not limited to a discussion of:
 - a. how the proposed position contributes to short and long term departmental needs and disciplinary directions,
 - b. the position's relationship to the College's mission and academic priorities (including any contribution to interdisciplinary programs, Emily Balch Seminars, or graduate programs),
 - c. the position's impact on Bi-College cooperation. Please include letters from appropriate counterpart departments or programs at Haverford commenting on the proposal, as well as an account of the process of consultation that contributed to the development of the proposal.
 - d. the relation of the request to the department or program's long range plan.
5. If the request has major new institutional costs associated with the position, e.g., laboratory construction or renovation and startup funds, an estimate of these costs should be provided.
6. Staffing and student enrollment figures for the past five academic years. (Note: student enrollment should be broken down by introductory and advanced courses; include numbers of majors and, for departments with graduate programs, numbers of graduate students. This should also include some analysis of trends in the data. The Registrar should be able to provide raw data, which can be included in your request).

Committee on Academic Priorities

Michael Noel, *Physics*, 2007-08 – 2010-11, *CAP Chair* 2009-10

Stephen Salkever, *Political Science*, 2006-07 – 2009-10

Pim Higginson, *French*, 2007-08 – 2010-11

Anjali Thapar, *Psychology*, 2007-08 – 2010-11

Michael Tratner, *English*, 2008-09 – 2011-12

Alison Cook-Sather, *Education*, 2009-10 – 2012-13

Attachment: Guidelines for new CNTT positions established March 8, 2007

CNTT positions are useful and appropriate for teaching entry level courses only when:

(a) departments have heavy enrollments in entry level courses and much lower enrollments in courses at high levels; and (b) these entry level courses entail a lot of skill building and/or drill work.

Such positions may also entail a significant degree of work such as the coordination of placement exams, the supervision and development of teaching assistants, and the operation and maintenance of lab equipment.

CNTTs are expected to perform service at the College level.

CNTTs are not expected or required to do research. When reviewed for reappointment, CNTTs will be evaluated based on their teaching and service, but not on research.

The number of CNTT or interim faculty should not approach or exceed the number of TT faculty in a given department.

All tenure track (TT) faculty, including those in departments with CNTT colleagues, should teach at all levels of the curriculum.