

BRYN MAWR COLLEGE

Office of the Provost

Committee on Academic Priorities (CAP) Guidelines for Requests for Tenure Track Positions for AY2007-2008

Departments or programs who would like to request a tenure track appointment must submit a letter of intent by **October 1** and a full proposal in electronic format by **November 16**. These materials should be submitted to the Committee on Academic Priorities, via the Provost's Office.

Note: CAP urges all departments and programs to submit (or update) a long-range plan in conjunction with a position request.

The full proposal for a tenure track appointment position must include:

1. A detailed description of the proposed position and a description of the applicant pool for the proposed position.
2. A description of other alternatives that have been considered and a discussion of why they may not be as good, including information about any alternative applicant pool if relevant.
3. A rationale for the position (why the position is needed, what difference it will make, what the department would do without it, what are any possible alternatives). Include as part of the rationale 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 and the College Seminar),
 - c. the position's relationship to existing faculty resources within the department and across other college departments (including how the position might benefit other departments, programs, as well as graduate education),
 - d. the position's impact on Bi-College cooperation (Note: Please include a letter from the counterpart chair commenting on the proposal, also see *Guidelines for Cooperation between Counterpart Departments* listed below),
 - e. the position's ability to help meet the demands of our sabbatical leave policy.
4. 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, with some analysis of trends. The Registrar should be able to provide raw data which can be included in your request).
5. An abstract or abbreviated summary of the proposal that will be posted on CAP's area on the Provost's webpage. (Note: These postings will alert other members of the academic community to the proposed requests and provide an opportunity for comment).

Posted for CAP by the Office of the Provost.
Policy last updated July 2007.

Attachment: Guidelines for Cooperation between Counterpart Departments

1. Counterpart departments should consult with one another as a part of the ongoing process of academic planning. They should coordinate their efforts when planning course schedules, developing new courses, proposing changes in the major, undertaking searches for new faculty members, and requesting replacements for faculty members on leave. The advantages of such joint planning include the possibility of making stronger leave replacement appointments; avoidance of unnecessary duplication in course offerings; a better guarantee of breadth of coverage and continuity in our programs from year to year. Such consultation will, in most cases, take place through Department Chairs. Counterpart departments are also encouraged to meet together at least once a year.
2. Chairs of counterpart departments may be asked to meet jointly from time to time with the academic officers of the two colleges to review the relationship between the departments.
3. Counterpart departments should seek to coordinate their programs in such a way that students can take best advantage of the full range of offerings at both colleges. Departments offering different and complementary approaches to a discipline should find ways to facilitate some student exposure to the other program, and to build appropriate components of the program into their own majors.
4. Counterpart departments should coordinate their visitors' programs, and seek to involve one another in departmental colloquia and special events.
5. Faculty members should be encouraged to offer courses on the other campus where this is feasible, in order to promote a wider range of contacts between students and faculty as well as within the two-college faculty community.
6. These arrangements should be reviewed after three years by appropriate faculty committees of both colleges and members of the administrations.

Developed September 1988; last updated Summer 2001.