

**E-Mail: August 28, 2008**

TO: Academic Year 2008-09 Department and Program Chairs/Directors

CC: All Faculty

BCC: jmartin, kcassidy, acanavan, rlindebo

FROM: Committee on Academic Priorities (Jim Martin – CAP Chair)

SUBJECT: Committee on Academic Priorities (CAP) guidelines for requests for tenure track positions for AY 2008-2009

The Committee on Academic Priorities (CAP) guidelines for requests for tenure track (TT) and continuing non-tenure track (CNTT) positions for AY 2008-2009 are posted in the CAP area on the Office of the Provost web page [www.brynmawr.edu/cap](http://www.brynmawr.edu/cap).

**Departments or programs who would like to request TT and/or CNTT positions must submit a letter of intent by *October 1st* and a full proposal by *November 21st*.**

All correspondence should be in electronic format. These materials should be submitted to the CAP, via the Provost's Office (please send them directly to **Susan Lewis, Administrative Assistant, Office of the Provost at [sklewis@brynmawr.edu](mailto:sklewis@brynmawr.edu)**). Each submission will be acknowledged upon receipt.

Letters of Intent (or a suitable short description) will be posted in CAP's area on the Provost's webpage. These postings are intended to alert all members of our academic community to the proposed requests and to encourage further collaboration and cooperation among and between departments and programs.

CAP is available during the Fall 2008 Semester to meet with any department or program (Chair, Director, and/or faculty group) to discuss the submission of a specific position request and/or any long range planning issues. Please contact the CAP Chair (Jim Martin, [jmartin@brynmawr.edu](mailto:jmartin@brynmawr.edu)) to schedule a meeting.

CAP will schedule a meeting early in the Spring 2009 Semester with each department or program that submits a TT and/or CNTT position request.

V/R

For CAP - Jim Martin