

BRYN MAWR COLLEGE

Office of the Provost

Committee on Academic Priorities (CAP) Guidelines for Requests for *Tenure Track* and *Continuing Non-Tenure Track* Positions for AY 2008-2009

Departments or programs who would like to request a tenure track and/or continuing non-tenure track position must submit a letter of intent (in electronic format) by **October 1, 2008** and a full proposal (in electronic format) by **November 21, 2008**. These materials should be submitted to the Committee on Academic Priorities, via the Provost's Office (Susan Lewis – sklewis@brynmawr.edu). This letter of intent will be posted in CAP's area on the Provost's webpage to alert other members of the academic community to the proposed 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/program who requests a position and to the College as a whole. Following the philosophy articulated by the AY 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 contributions to short and long term departmental/disciplinary directions,
- ✓ its relation to existing faculty resources within and across departments,
- ✓ its impact on Bi-Co cooperation,
- ✓ its relation to academic priorities and the College's mission,
- ✓ the position's ability to help meet the demands of our sabbatical leave policy
- ✓ opportunities to enhance the diversity of our faculty,
- ✓ and in the case of CNTT requests, the established guidelines on the nature of CNTT appointments (see Appendix 2)

Note: CAP requires all departments and programs submitting requests to submit a long range (5-year) plan that outlines their department's/program's goals in relation to the College's mission, their department/program staffing needs, and the future intellectual and pedagogical directions of their specific academic area.

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

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 Haverford chair commenting on the proposal (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.

Updated: August 2008

Attachment 1: 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.

Attachment 2: Guidelines for new CNTT positions

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.

Guidelines for new CNTT positions established March 8, 2007