

Email: September 15, 2023

TO: Academic Year 2023-2024 Department and Program Chairs/Directors
CC: All Faculty
FROM: Committee on Academic Priorities (Kate Thomas – CAP Chair, 2023-24)
SUBJECT: Committee on Academic Priorities (CAP) guidelines

- A. for requests for one of the two *new* tenure-track positions
- B. for requests for tenure-track and continuing non-tenure track positions in 2023-24

Below you will find the Committee on Academic Priorities (CAP) guidelines for requests of two types: for one of the two *new* tenure-track positions (**A**) and for tenure-track (TT) and continuing non-tenure track (CNTT) positions (**B**). These guidelines are also posted in pdf format on CAP's webpage ([CAP Guidelines](#)).

A.

Committee on Academic Priorities (CAP) Guidelines for Requests for one of the two new tenure-track positions to alleviate high enrollment pressures in Semester I, 2023

(sent May 19, 2023)

No later than May 26, 2023: Department or Program notifies CAP Chair Kate Thomas (kthomas@brynmawr.edu) of its intention to apply for one of the new tenure track positions.

By September 22, 2023: Department or Program submits a full proposal (no longer than 8 pages, excluding appendices) with documentation of heavy enrollment pressures and discussion of the ways it has dealt with them. Official enrollment data will be provided by the College and sent to the requesting Departments and Programs by August 28, 2023. The submission should include qualitative evaluation of the new tenure track line's role in alleviating them as well as the line's fit with the long-term curricular planning and future direction(s) of the department or program, along with its impact on overall faculty resources at the College. The proposal should describe how this position contributes to departmental learning goals and also outline specific plans for conducting a rapid search.

During the two weeks following: CAP conducts a formal meeting with submitting department/programs.

October 13, 2023 (before Fall Break): CAP makes its recommendations to the President and announces them upon her approval.

B.

Committee on Academic Priorities (CAP) Guidelines for Requests for Tenure-Track and Continuing Non-Tenure Track Positions in AY 2023-24

Departments or programs wishing to request a tenure-track or continuing non-tenure track position are required to send a 1-page letter of intent that briefly outlines the position to be proposed, and then a full proposal just after Thanksgiving (November 29, 2023). The letter of intent must be emailed, as an attachment to CAP via Tina Bockius – cbockius@brynmawr.edu, no later than **Friday, October 13, 2023**.

Full proposals should use the **new form** located at the bottom on the [CAP webpage](#). Once the form is submitted, this goes directly to CAP. Any additional documentation you are providing may be emailed to CAP, via Tina Bockius – cbockius@brynmawr.edu. N.B. CAP will be requiring completion of a form that differs from prior years when a word template was required. The form will be available by October 13, 2023. This year, official enrollment data will be provided in part by Institutional Research, supplementing the reports available to Departments and Programs on Bionic. The data from Institutional Research will be shared with submitting Departments and Programs the week following the letter of intent deadline.

The schedule for submitting a position proposal is as follows:

By Fall Break - October 13:

- Department/program submits a 1-page (max) letter of intent that includes the following:
 - a brief statement of the reason/need for the position
 - a brief description of how the proposed position could be relevant to other departments, programs or individuals at the College
- Position request letters of intent will be posted to the CAP web site.
- CAP Chair sends message to all faculty inviting them to look at these letters of intent.
- CAP encourages proposing department/program to consult with other departments, programs, and individuals who should be or wish to be part of conceptualizing the position. These consultations may lead to letters of support for the full proposal, but such letters are not required.

Just after Thanksgiving by November 29:

- Full proposals due to CAP (using form and submitted electronically)

A proposal for a tenure-track or continuing non-tenure track position must use the form posted on the CAP webpage. [<https://www.brynmawr.edu/provost/committee-academic-priorities-guidelines-position-requests>]

January-March:

- CAP conducts a formal meeting with each department/program

March-April:

- CAP provides its recommendations to the President and the Board of Trustees
- CAP submits its Annual Report to the faculty

April-May:

- The President and the Board of Trustees make their final decisions

CAP examines each position request in terms of:

- its relation to the College's mission and Strategic Directions

- its contributions to short- and long-term departmental, disciplinary, and interdisciplinary directions
- its impact on overall faculty resources at Bryn Mawr and in the Bi-Co, 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
- in the case of CNTT requests, see the established guidelines on the nature of CNTT appointments (<https://www.brynmawr.edu/provost/committee-academic-priorities-guidelines-position-requests>)
- Bi-Co departments and program requests will be considered in consultation with Haverford's Strategic Curriculum and Personnel Committee (SCPC)

CAP is committed to making themselves available during the Fall 2023 semester to any department or program Chair, Director, or faculty group who wants to discuss the submission of a specific position request or any other long-range planning issues. Please contact the CAP Chair, Kate Thomas (kthomas@brynmawr.edu) with a copy to Tina Bockius (cbockius@brynmawr.edu) if you have questions that you would like answered either by email, or if you would like to schedule a meeting with the committee.

Committee on Academic Priorities, AY 2023-2024

Kate Thomas, *Literatures in English*, 2021-2022 – 2024-2025, Chair 2023-2024

Astrid Lindenlauf, *Classical and Near Eastern Archaeology*, 2022-2023 – 2025-2026

Michael Noel, *Physics*, 2022-2023 – 2025-2026

Adrienne Prettyman, *Philosophy*, 2023-2024 – 2026-2027

Maja Šešelj, *Anthropology*, 2021-2022 – 2024-2025

Cindy Sousa, *Social Work and Social Research*, 2023-2024 – 2026-2027