**Template for Proposals for Tenure Track and Continuing Non-Tenure Track**

**Positions in the Graduate School of Social Work and Social Research for 2025-2026**

**To: Committee on Academic Priorities (CAP)**

Please fill out the questionnaire below, entering your answers after each question. Concise, clear answers are preferred; at the end of the questionnaire, there is room to submit a narrative addressing anything else that helps to contextualize your application. Please use this narrative as an opportunity to convey to CAP how the proposed position would contribute to your curriculum and address enrollment challenges. Information supplied via this questionnaire need not be repeated in the narrative. Please submit the completed questionnaire, which should not exceed 12 pages in total, and the provided Excel spreadsheet between **December 01, 2025 and January 15, 2026** to Tina Bockius – cbockius@brynmawr.edu.

\* Indicates required question

1. Please indicate the name of your department or program and the name of the person to whom correspondence should be addressed. \*
2. Which of your department members have participated in the crafting of this proposal? \*
3. Is the proposal for a tenure line or continuing non-tenure track position? \*
4. If tenure-line, the default is hiring an Assistant Professor. If you want to search for an Associate Professor or open rank, please provide reasons for doing so.
5. What is the field and subfield of your proposed search? How does this fit with the curricular needs of your School, the state/direction of your field, and the strategic goals of the College?\*
6. Is this a resubmission of a proposal that was not approved by CAP in the past 5 years? If so, please provide the date when it was originally proposed, and explain how you have addressed CAP’s suggestions from its previous iteration. \*
7. What are the main stressors or new initiatives that have led to this position request? Your answer may address accreditation requirements, professional curricula, and/or directions your field is taking. \*
8. Please list all current continuing faculty in the Graduate School of Social Work and Social research, their rank, and their FTE. Additionally, please note any recent or upcoming departures and how they affect your FTE. If a new faculty member will be joining you this year or you have an approved continuing faculty position that remains open, please note their expected contribution to your program. \*
9. Please describe the graduate programs you offer, how many graduate students enroll per year (part-time and full-time), and how many years they stay on average. \*
10. How many courses are required for the MSS and PhD degrees, and what are their enrollment caps? \*
11. Please describe your course contributions to the undergraduate College, and how they count towards the GSSWSR graduate programs, including the AB/MSS program. Please note if/where any GSSWSR faculty have contractual obligations towards the undergraduate College. \*
12. How is doctoral student research supervision, as well as supervision of MSS student independent studies, structured at the GSSWSR? (Please note faculty CEs where appropriate.) \*
13. Please describe the conversations about this position request you have had with related departments and programs at the undergraduate College.
14. How do you plan to maximize the diversity of the candidate pool in the proposed search? \*
15. In reviewing the Institutional Research data, is there something you would like to amend or amplify? \*

Please use the space below for a narrative contextualizing your application. This can be as short as one page, but no longer than three. Use this narrative to convey to CAP how the proposed position would contribute to your curriculum and address enrollment challenges. Information supplied earlier in this questionnaire need not be repeated in the narrative. Feel free to include visual aids, keeping in mind the total page limit (12 pages).