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

**Positions for 2019-2020**

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

**From: [***Department / Program name here]*

Departments or programs requesting a tenure track or continuing non-tenure track position must submit a completed proposal by **December 4, 2019** (in electronic format to CAP via Linda Butler Livesay – llivesay@brynmawr.edu). The final proposal should be no longer than 12 pages, excluding tables related to staffing and the 5-year plan. Proposals must include:

* A detailed description of the proposed position.
* A statement of how the position would contribute to short- and long-term departmental needs and disciplinary directions as well as to the College’s mission, academic priorities (e.g., contribution to interdisciplinary programs, Emily Balch Seminars, postbac or graduate programs, Praxis program, etc.), and strategic directions.
* A description of how the position might contribute to the offerings, curricular demands, and the long-range goals and plans of other departments and programs. PLEASE NOTE: In contrast to previous years, now we do *not* ask for supporting letters from those departments or programs.
* A long-range (5-year) staffing plan that addresses how the Department’s curriculum and its contributions to other programs will be covered.
* 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. This should also include some analysis of trends in the data. The Registrar should be able to provide raw data, which can be included in your request).
* A reflection on how the position could improve Bi-College curricular cooperation. Please include, if appropriate, letters from counterpart departments or programs at Haverford commenting on the proposal.

In addition, please include:

* A description of the applicant pool for the proposed position. It is particularly important to include specific information on the potential candidate pool from underrepresented groups within the professional discipline(s) being recruited and the specific area(s) being proposed. If available, please include relevant demographic data from professional educational associations, e.g., Mellon Mays Fellowship Program, Consortium for Faculty Diversity in Liberal Arts Colleges, etc.
* An estimate of the costs associated with the position, e.g., laboratory construction or renovation and startup funds.