



**To:** Department Chairs and Interdisciplinary Program Coordinators  
**From:** Clerk's Committee  
**Re:** Tenure-track position requests

February 9, 2015

Following the process described in Section 2.110 of the faculty handbook, Clerk's Committee will accept requests from department chairs and/or interdisciplinary program coordinators "who are seeking to have vacant [tenure-track] positions continued, added or transferred from one department/program to another."

This memo describes the information that should be provided and the criteria that should be addressed in the position request. The process and deadline for submitting requests is given at the end of the memo.

A common set of data that includes the current number of full-time and part-time faculty, number of majors, advisees, graduates, and credit hours taught, and average class size will be provided as soon as possible. Clerk's Committee will have this data available as the committee develops its recommendations. If you believe any reported data requires further explanation to provide Clerk's Committee with appropriate context, please do so in the position request materials.

### **Position request materials**

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Please address or include the following in the position request.

1. The cover sheet that provides the following information. (These items can be expanded on in the narrative portion of the request.)
  - a. Name of department(s) and/or program(s) requesting the position
  - b. Any interdisciplinary programs that the position will link to
  - c. Summary of current staffing levels
  - d. A statement of whether this request is for a replacement position, a conversion of a temporary full-time position or several part-time positions to a tenure-track position, or an additional position. If this position is not an additional one, include in this statement the faculty member whose position would be replaced or the position(s) that would be converted to the tenure-track position.
2. A position description. The description should be in the form of an advertisement for the position.
3. A proposed course rotation for the position. The course rotation should cover at least three years and show when the new position would begin contributing to courses that support interdisciplinary programs and/or general education requirements such as First Year Experience, Historical Perspectives, IDS 400, or other requirements.

4. Narrative articulating need for the position. The following questions address the criteria Clerk's Committee is to use in making its recommendations to the president, following Section 2.110 of the handbook.
  - a. How will the position increase or maintain the department's or program's resources to support the academic program of the college? Please address whether the department or program will be above the minimum size that the department or program deems necessary to be effective. Please note any internal and/or external evidence for the minimum size.
  - b. How will the position support the mission and strategic plan of the college? Please pay attention to how the position will help the department or program support interdisciplinary majors, the general education program, and ongoing college initiatives.
  - c. How will the position help the department or program address specific plans for program improvement?
  - d. What additional information, if any, will assist Clerk's Committee in interpreting the data provided?
5. Supporting material
  - a. Endorsement of Division Chair (may be provided separately by email)
  - b. Statement from Interdisciplinary Studies Division Chair (may be provided separately by email)
  - c. Other material that the department would like considered in their request.

Note: If the request is for a joint position as described in Section 2.110 of the faculty handbook, then the above information and criteria should be addressed as appropriate to both departments and/or programs requesting the position.

The narrative and any other material the department wishes to submit should be no more than 2500 words total.

### **Deadlines**

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Clerk's Committee has established the following deadlines for submission of position request materials and the committee's deliberations.

**February 23, 2015:** Departments and programs intending to submit a position are requested to notify the Clerk by this date. A short email will suffice. This notification does not commit the department to submitting a request.

**March 23, 2015:** Position requests to be submitted electronically to the Clerk. Endorsements by the Division Chair and the Interdisciplinary Studies Division Chair must be received by this date.

**April 20, 2015:** Clerk's Committee communicates its final recommendations to the president. The president makes the final decisions regarding allocation of faculty.

Questions regarding this process may be directed to any member of Clerk's Committee.