

Email: April 30, 2019

TO: Academic Year 2019-2020 Department and Program Chairs/Directors

CC: All Faculty

FROM: Committee on Academic Priorities (Jonas Goldsmith – current CAP Chair)

SUBJECT: Committee on Academic Priorities (CAP) guidelines for requests for tenure track and continuing non-tenure track positions in 2019-2020

Below you will find the Committee on Academic Priorities (CAP) guidelines for requests for tenure track (TT) and continuing non-tenure track (CNTT) positions. These guidelines are also posted in pdf format on CAP's web site (<https://www.brynmawr.edu/provost/current-and-previous-position-proposals>).

CAP is available during the Fall 2019 semester to meet with any department or program Chair, Director, or faculty group to discuss the submission of a specific position request or any long-range planning issues. Please contact the CAP Chair-elect (Jamie Taylor <jktaylor@brynmawr.edu>) to schedule a meeting.

Committee on Academic Priorities (CAP)
**Guidelines for Requests for *Tenure Track* and *Continuing Non-Tenure Track* Positions
in 2019-2020**

April 30, 2019

Departments or programs that would like to request a tenure-track or continuing non-tenure track position are required to send a 1-2 page letter of intent that briefly outlines the position to be proposed, and then a full proposal just after Thanksgiving (December 4, 2019). The letter of intent must be sent just before Fall Break to CAP in electronic format by **Wednesday, October 9, 2019**.

Using the template located on the CAP web page, proposals should not exceed 12 pages and they should be submitted in electronic format to the Committee on Academic Priorities, via Linda Butler Livesay – llivesay@brynmawr.edu.

The schedule for submitting a position proposal is as follows:

Just before Fall Break by October 9:

- Department/program submits a 1-2 page letter of intent that includes the following:
 - a brief statement of the reason/need for the position
 - a statement of how the proposed position addresses the College's mission and Strategic Directions
 - a description of how the proposed position could be relevant to other departments, programs or individuals at the College

- a reflection on your department's/program's most recent (within the last 5 years) proposal to CAP and CAP's response to your proposal at that time
- Position request letters of intent will be posted to the CAP web site.
- CAP chair sends message to all faculty inviting everyone to look at these letters of intent.
- CAP encourages proposing department/program to link up with other departments, programs, and individuals who should be or want to be part of conceptualizing the position.

Just after Thanksgiving by December 4:

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

A proposal for a tenure track or continuing non-tenure track position must use the template posted on the CAP web page.

[\[https://www.brynmawr.edu/provost/committee-academic-priorities-guidelines-position-requests\]](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 their recommendations to the President and the Board of Trustees

April:

- CAP submits its Annual Report to the faculty
- The President and the Board of Trustees make their final decisions

CAP will examine 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 EPC

Committee on Academic Priorities, AY 2018-2019

Jonas Goldsmith, *Chemistry, 2015-2016 – 2018-2019, Chair 2018-2019*

Tim Harte, *Russian, 2015-2016 – 2018-2019*

Tamara Davis, *Biology, 2017-2018 – 2018-2019*

Jamie Taylor, *English, 2017-2018 – 2020-2021*

Dianna Xu, *Computer Science, 2017-2018 – 2020-2021*
Michael Allen, *Political Science, 2018-2019 – 2021-2022*

Committee on Academic Priorities, AY 2019-2020

Jamie Taylor, *English, 2017-2018 – 2020-2021, Chair-elect 2019-2020*

Dianna Xu, *Computer Science, 2017-2018 – 2020-2021*

Michael Allen, *Political Science, 2018-2019 – 2021-2022*

CAP member to be elected

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