Letter to Chairs/Directors Regarding Faculty Position Requests

Dear Chairs and Directors,

On April 5th, position requests for new faculty are due. We write to provide you with some guidelines for your proposals. In doing so, we aim to provide clarity, common themes, and a reasonable framework for you to craft your proposals.

EAC practices reflect our endorsement of the college’s strategic directions (please see EAC website), commitment to diversity, and the faculty approved learning goals built from a strong foundation in the liberal arts. We value a respectful, engaged community that embraces difference, with all the complexity and individuality each person brings. We encourage you to consider the goals articulated in the section of the recruiting handbook titled “Diversifying the Faculty” and to describe in your staffing request how the proposed search might help to further these goals.

All requests should be submitted in electronic form to the Office of the Dean of Curriculum with a cc to Donna McDurfee in the office of the VPAA/DOF. The request should be no more than 8-10 pages (figures, if you choose to use them, are included in this page limit but teaching plans should be put in an appendix and are not part of the 8-10 page limit), use 10-12pt font size, 1-inch margins, and please number the pages. The request must include (see also the print copy of the Chairs Handbook for full details):

- Departmental teaching schedules for the upcoming year and proposed teaching schedule for the subsequent two years, including the requested position.
- A clear, detailed rationale of how the position will fit within the department/program curriculum, deeply contribute to your mission, increase the equity of student experience in your curriculum, and sustain or enrich the College curriculum.
- Please include evidence-based pedagogical justification, if available, to support your curricular case. Please highlight specific ways in which the position will support diversity in your curriculum.
- An explanation of how the proposed position will allow the department to contribute to or meet faculty endorsed and/or stated College-wide curricular goals. These include:
  - FYSE program
  - Distribution requirements
  - Winter Term
  - The College’s stated guidelines on class size and student to faculty ratio (mean class size of 19 and normally up to 45 students per regular term class).
A detailed recruiting and interviewing plan, with explicit consideration given to how the department or program will attract a diverse candidate pool. The Chairs' website (go/deptchairs) contains a range of resources from the recruiting workshops over the last two years that can help you develop a robust plan for recruiting.

A copy of the job advertisement and an explanation of where it will be placed and for how long, along with an explanation of how the job description and advertising strategy will allow you to attract a diverse applicant pool.

For tenure track positions only: include the names of two colleagues from outside your department, and preferably outside your division, to serve as external members of the search committee.

Please indicate that your entire department has read the final draft of and endorses the request.

Thank you,

EAC