

March 16, 2021

EAC Letter to Chairs/Directors Regarding Faculty Position Requests

Dear Chairs and Directors,

As some of you are already crafting position requests (or getting ready to do so), we write to provide some guidelines and information regarding the content and format of requests for positions starting Fall 2022. Please read this document carefully as we have introduced some changes to the process.

Deadline. Given the delayed start of Spring Term, we have pushed back the deadline for faculty staffing requests to **Friday, April 16th 2021**. Please submit your proposals via email to both the Dean of Curriculum (dcur@middlebury.edu) and Donna McDurfee in the office of the VPAA/DoF (mcdurfee@middlebury.edu).

EAC Process. Please keep in mind that our recommendations of requests are severely constrained by available resources. The EAC must work with a target FTE count, and that number limits our flexibility in making our recommendations. Also note that while our recommendations often stand as given, they sometimes are overturned by the Provost and VPAA. In a typical Spring cycle the EAC may be told that there are 12 FTE available to award from among the roughly 40 requests submitted, with perhaps 6 of those FTE held by assumed-to-continue, long-term contract faculty. (It can be a grim business.) After consulting with the administration, we are cautiously optimistic that this spring we will have a similar amount of FTE to award as we did in the past.

Format. Requests should be no more than 8 pages (including figures). Teaching plans (and teaching plans only) should be in the appendix and do not count toward the 8 page limit. Use 12 pt font, 1-inch margins, single spacing, and please number your pages. If a department or program is making more than one request, they can be submitted in combination or separately, but the limit is 8 pages per request.

Content. EAC recommendations are informed by the College's strategic directions, commitment to diversity, equity, and inclusion, and the faculty-approved learning goals built from a strong foundation in the liberal arts. A successful position request contains the following elements (see also the [Chairs Handbook](#) for full details):

a) A clear, detailed rationale of how the position will fit within **your department/program's core curriculum** and how the new position will further enrich the student experience in your department/program. What are the effects on enrollment? On breadth and depth of curriculum? The EAC has access to historical enrollment data (by dept/ by course), information pertaining to the curriculum as outlined on your department or program's website, and external reviews; if there is anything else we should know about the intricacies of your curriculum, please be explicit.

b) An explanation of how the proposed position relates to the department or program's ability to contribute to **College-wide curricular goals** including the FYSE program, distribution requirements, and Winter Term. If applicable, provide an explanation of how the requested position would contribute to existing collaborations, institutional priorities and initiatives. (Simply mentioning them without elaboration is not effective.)

c) A justification of your proposal in the context of past staffing and enrollment levels in your department. Please provide department or program teaching plans for the upcoming year (2021-22) and proposed teaching schedule for the subsequent two years (2022-23 and 2023-24), including the requested position, **using the attached spreadsheet** (new this year!). It would also help the EAC to know what the effects/consequences are if the position were *not* to be awarded.

d) If applicable, an evaluation of **space needs and availability**: will the new colleague need research or studio space other than an office? If so, what space would you propose, of the spaces already assigned to your department? The EAC wouldn't refrain from recommending a position based on this information (we only deal with FTEs, not space), but it enables us to pass the information along to Facilities, if necessary, for planning purposes.

e) If applicable, address how this proposal pertains to the college's priority on supporting **spousal employment/partner inclusion**.

f) A detailed **recruiting and interviewing plan** and a copy of the **job advertisement**. Provide explanations of how the job description and advertising strategy will allow you to attract a diverse applicant pool. Where and how long will the ad be placed? [Resources for Department Chairs and Program Directors](#) contains a range of resources from past recruiting workshops. Click on "Data & Resources" for help in developing a robust plan for recruiting.

g) For tenure track positions only: suggestions for **external committee members**, from outside your department or program, and preferably outside your division. The Dean of Faculty will consider these suggestions when inviting colleagues to serve on a search committee.

h) A statement that either the **entire department or program endorses the proposal** or an explanation of why that might not be the case. Departments and programs will be held to any commitments made as part of their proposals, so it is important that all members of a department or program are on board.

In summary, the more accurately and completely you can present your case, the more likely it is that a new colleague will join you (and us) in Fall of 2022.

Thank you,

Your Educational Affairs Committee