

Email: May 2, 2022

TO: Academic Year 2022-2023 Department and Program Chairs/Directors

CC: All Faculty

FROM: Committee on Academic Priorities (Penny Armstrong – CAP Chair)

SUBJECT: Committee on Academic Priorities (CAP) guidelines for requests for tenure track and continuing non-tenure track positions in 2022-2023

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 2022 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, Penny Armstrong (garmstro@brynmawr.edu) with a copy to Tina Bockius (cbockius@brynmawr.edu) to schedule a meeting.

CAP will provide an update as appropriate to this communication at the beginning of the Fall 2022 semester.

Committee on Academic Priorities (CAP)
**Guidelines for Requests for *Tenure Track* and *Continuing Non-Tenure Track* Positions
in 2022-2023**

May 2, 2022

Departments or programs wishing 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 (November 30, 2022). The letter of intent must be sent to CAP in electronic format no later than **Wednesday, October 5, 2022**.

Full proposals should use the template located on the CAP web page and should not exceed 12 pages. They must be submitted in electronic format to the Committee on Academic Priorities, via Tina Bockius – cbockius@brynmawr.edu.

The schedule for submitting a position proposal is as follows:

By Fall Break - October 5:

- 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
- an indication of whether or not a listening meeting is requested
- Position request letters of intent will be posted to the CAP web site.
- CAP Chair sends message to all faculty inviting them to look at these letters of intent.
- CAP encourages proposing department/program to consult with other departments, programs, and individuals who should be or wish to be part of conceptualizing the position. These consultations may lead to letters of support for the full proposal, but such letters are not required.

Just after Thanksgiving by November 30:

- 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 its recommendations to the President and the Board of Trustees
- CAP submits its Annual Report to the faculty

April-May:

- The President and the Board of Trustees make their final decisions

CAP examines 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 ([Attachment](#)).
- Bi-Co departments and program requests will be considered in consultation with Haverford's Strategic Curriculum and Personnel Committee (SCPC)

Committee on Academic Priorities, AY 2021-2022

Penny Armstrong, *French and Francophone Studies, 2019-2020 – 2022-2023, Chair, 2021-2022*

Don Barber, *Geology and Environmental Studies, 2019-2020 – 2022-2023*

Radcliffe Edmonds, *Greek, Latin, and Classical Studies, 2019-2020 – 2022-2023*

Maja Šešelj, *Anthropology, 2021-2022 – 2024-2025*

Kate Thomas, *English*, 2021-2022 – 2024-2025

Committee on Academic Priorities, AY 2022-2023

Penny Armstrong, *French and Francophone Studies*, 2019-2020 – 2022-2023, *Chair-elect*, 2022-2023

Don Barber, *Geology and Environmental Studies*, 2019-2020 – 2022-2023

Radcliffe Edmonds, *Greek, Latin, and Classical Studies*, 2019-2020 – 2022-2023 (*on leave AY 2022-2023*)

Maja Šešelj, *Anthropology*, 2021-2022 – 2024-2025

Kate Thomas, *English*, 2021-2022 – 2024-2025

CAP member to be elected

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