

Email: September 5, 2024

TO: Academic Year 2024-2025 Department and Program Chairs/Directors
CC: All Faculty
FROM: Committee on Academic Priorities (Maja Šešelj – CAP Chair, 2024-2025)
SUBJECT: Committee on Academic Priorities (CAP) Guidelines

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 on [CAP's website](#).

CAP is available during the Fall 2024 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 Maja Šešelj, with a copy to Tina Bockius, if you have questions that you would like answered either by email, or if you would like to schedule a meeting with the committee.

Please note that, starting in 2023-2024, CAP has implemented some changes regarding the format of the proposal, which now consists of a 12-page questionnaire (with space for a narrative) and a preformatted Excel spreadsheet that petitioning departments/programs need to fill out with their enrollment and staffing information. Additionally, this year CAP is introducing submission windows for both the letters of intent and the full proposals. See below for details.

Committee on Academic Priorities Guidelines for Position Requests for 2024-2025

Departments or programs wishing to request a tenure-track or continuing non-tenure track position are required to submit a [letter of intent form](#) that briefly outlines the position to be proposed. The letter of intent should be emailed, as an attachment, to CAP via Tina Bockius, between **September 3 and October 11, 2024**.

Full proposals should be emailed to CAP via Tina Bockius, between **December 1, 2024, and January 15, 2025**, using the proposal questionnaire (Word document) and staffing information (Excel spreadsheet) located on the [CAP website](#). Once the proposal documentation is submitted, it goes directly to CAP and no further changes are possible. Should you have any questions regarding the required documentation, please contact the CAP chair, Maja Šešelj, and copy Tina Bockius, before the end of the submission window. Proposals that are incomplete, submitted late (without prior CAP approval), or do not adhere to the submission guidelines will be returned without consideration. In addition to the Excel Staffing Information spreadsheet that departments/programs will complete, the Office of Institutional Research will produce more detailed enrollment reports. Departments and programs that submit a letter of intent should expect to receive the report by November.

The schedule for submitting a position proposal is as follows:

Between September 3 and October 11, 2024:

- Department/program submits a [letter of intent form](#)
- After October 11th, letters of intent will be posted to the [CAP website](#)

- CAP Chair sends message to all faculty inviting them to look at these letters of intent, and reaches out to department/program chairs/directors with curricular interests in the positions identified in the letters of intent

Between December 1, 2024, and January 15, 2025:

- Full proposals due to CAP (using both the Word Questionnaire and Excel Staffing Information documents and submitted electronically)

February-March 2025:

- CAP conducts a formal meeting with each department/program

March-April 2025:

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

April-May 2025:

- 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)

[2024-2025 CAP Proposal Questionnaire Word Document](#) and [2024-2025 CAP Proposal Staffing Information Excel Document](#)

***Please use both documents for your proposal - one Word document and one Excel document.**

Committee on Academic Priorities, AY 2024-2025

Tamara Davis, *Biology*, (substitute semesters I & II)

Astrid Lindenlauf, *Classical and Near Eastern Archaeology*, 2022/2023 – 2025/2026 (on leave semesters I & II)

Michael Noel, *Physics*, 2022/2023 – 2025/2026 (on leave semester I)

Adrienne Prettyman, *Philosophy*, 2023/2024 – 2026/2027

Maja Šešelj, *Anthropology*, 2021/2022 – 2024/2025, *Chair*

Cindy Sousa, *Social Work and Social Research*, 2023/2024 – 2026/2027