

Procedures for FTE Allocation and Re-allocation

The Resource Allocation and Assessment Subcommittee is a subcommittee of the Executive Committee. The members represent the four academic divisions in the College – fine arts, humanities, natural sciences, social sciences – and interdisciplinary programs. Part of its charge is to review requests for tenure-track positions in the Academic Division and to make recommendations to the Provost regarding those requests. The Committee's role is a consultative one. The final decision regarding faculty positions rests with the Provost and the President. This document outlines the procedures the committee will follow in making recommendations regarding the allocation of tenure-track faculty positions.

In all circumstances under which a tenure track line becomes available (retirement, resignation or loss of a tenured faculty member, the resignation of a tenure-track faculty member, or any other situation) the Provost will invite requests from departments and programs across the College and submit requests and supporting materials to RAAS for its consideration and recommendation. There can be no assurance that tenure lines will return to the originating department.

In cases before a pre-tenure review, where a competitive allocation has occurred, the department will be required to submit a letter to the Provost requesting that the line be reallocated without competition and describing any re-envisioning of the position they might have. *Normally the position will be reallocated to the department holding it.* However, in consultation with RAAS, the Provost may deny such a reassignment of the line back to the originating department; if this occurs the line will be open to College-wide competition.

When there is a request for a new faculty position or permanent sabbatical replacement position, careful and extensive justification will also be required. To effect this request a department or program, individually or jointly, should submit a letter to the Provost, outlining the request and justifying why a new position is needed. The Provost will consider the request and may ask the department(s) for additional information. The Provost will *then* submit the letter to RAAS along with any additional information.

The letter from the department and subsequent letter from the Provost should address the following issues *which are listed in random order*:

1. How the position would contribute to the curriculum departmentally and college wide.
2. Why the curriculum cannot be handled with the existing faculty.
3. Whether there is an upcoming retirement or anticipated departure in the department.
4. Whether, and to what extent, there are enrollment pressures and other commitments and responsibilities that should be considered.
5. Ways in which the position contributes to the excellence of and addresses the needs of the institution. This might include contributing to interdisciplinary programs, contributing to general education teaching, or satisfying a particular research or pedagogical need.

The Provost will provide the following information to the members of RAAS and to the department:

1. FTEs in the department(s) or program(s) over the past five years.
2. Enrollments in the department(s) or program(s) over the past five years
3. Number of majors and minors or concentrators
4. Comparative data on FTEs and enrollments across the college.
5. Report of external reviewers and the response of the department(s) to the most recent external review
6. Contributions of the department to interdisciplinary studies and to general education over the past five years (if applicable)
7. Requests for other positions in the College

Targets of Opportunity/Advances/ Partial Increases

Occasions may arise when a department or program wishes to embrace an opportunity that would enhance the mission of the college. For example, it might be advantageous to convert a part-time position to full-time to support diversity or to hire early to create a bridge to retirement for the department of a senior member that is set to retire in a year or two. In either case, the above guidelines should be followed. These alternative requests will be considered in the light of other needs of the college. The consequences for approval (such as not replacing the retiring faculty later) will be made clear to the department or program.

Procedures in RAAS

After the Provost has sent the departmental or program request and support materials to the members of RAAS, the Chair of RAAS will call a meeting to discuss whether to recommend approving the new tenure-track position. The Chair should provide the information from the department(s) and program(s) and Provost's office to the committee members ahead of time. In evaluating the data, RAAS will consider all of the criteria in the above guidelines. The Associate Provost should attend the meeting to answer questions. If desired, a subsequent meeting with the Provost may be held.

The Chair of RAAS will forward the Committee's recommendation to the Provost, and report it to the Chair of the Faculty. If RAAS believes conditions should be attached to the new line (i.e., departmental contributions to interdisciplinary studies, visiting vs. tenure-track line), it will indicate these in its recommendation.

If committee members disagree on a faculty line, both the assenting and dissenting members will forward a letter to the Provost, who may either make a decision based on RAAS deliberations or refer the matter to the Executive Committee, which will discuss the issue and make a recommendation to the Provost.

April 12, 2011

RAAS

Effective 2011-12 academic year