

## 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 or program should address the following issues:

1. What do you see as the future of your department or program and how would this FTE fit into that vision? Is this proposal connected to the loss or anticipated departure of a tenured or tenure-track faculty member owing to retirement, resignation, non-renewal of appointment, or any other cause?
2. Why can't the curriculum be handled with the existing faculty? What is the greatest need in the department or program? Include some description of your discipline or interdisciplinary program and explain the place of the requested position in the discipline or program as a whole.
3. How will this new position contribute to the curriculum and goals of the college as a whole? Your response might explain how the requested position would contribute to interdisciplinary programs or general education teaching, or how it would meet a particular pedagogical or research need.

4. What enrollment pressures and other commitments contribute to the need for the requested position? Please be specific as you can and provide evidence to back up your claims.
5. Please indicate which classes would likely be taught by the new faculty member. Make sure that your proposal does not simply state that the position will free up other faculty to teach more specialized courses. RAAS may be unsympathetic to proposals designed to free faculty members from having to teach introductory or required courses.

You may also wish to include the following information and documentation where relevant:

Make reference to external reviews of your department or program and the ways in which your selfstudy and the external reviewers' report support your proposal. You might refer to information provided in your assessment reports. You might also provide comparative information from other colleges.

Provide letters of support from the chairs or directors of other departments or programs in the college. Show evidence of collegiate thinking in defining the requested position.

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.

Timeline:

- January: Announcement to faculty of openings
- March 1: Submission of proposals to Provost by 4:30 p.m.
- May 1: RAAS submits recommendation(s) to Provost
- June 1: Provost announces decision(s) to College

November 12, 2014

RAAS

Effective 2014-15 academic year