

**Email: May 1, 2020**

TO: Academic Year 2020-2021 Department and Program Chairs/Directors

CC: All Faculty

FROM: Committee on Academic Priorities (Jamie Taylor – current CAP Chair)

SUBJECT: Committee on Academic Priorities (CAP) guidelines for requests for tenure track and continuing non-tenure track positions in 2020-2021

Below you will find the Committee on Academic Priorities (CAP) guidelines for requests for tenure track (TT) and

- 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
- Position request letters of intent will be posted to the CAP web site.
- CAP chair sends message to all faculty inviting everyone to look at these letters of intent.
- CAP encourages proposing department/program to link up with other departments, programs, and individuals who should be or want to be part of conceptualizing the position.

**Just after Thanksgiving by December 2:**

- 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 their recommendations to the President and the Board of Trustees

**April:**

- CAP submits its Annual Report to the faculty
- The President and the Board of Trustees make their final decisions

CAP will examine 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 (<https://www.brynmawr.edu/provost/committee-academic-priorities-guidelines-position-requests>).
- Bi-Co departments and program requests will be considered in consultation with EPC

Committee on Academic Priorities, AY 2019-2020

Jamie Taylor, English, 2017-2018 – 2020-2021, Chair 2018-2019,

Dianna Xu, Computer Science, 2017-2018 – 2020-2021 (on leave Semester II)

Michael Allen, Political Science (ie) 9,-