To: Department Chairpersons and Program Directors  
From: Barbara Walden, Chair, Educational Policy Committee  
Subject: Requests for Faculty Positions  
Date: October 26, 2015

**EPC CALENDAR FOR SPRING 2016**

- Submission of Request to Dean's Office  
  (email a SINGLE Word or pdf file to Sylvia DeMore)  
  January 29, 2016 NOON  
- EPC Report to Faculty  
  May

On behalf of the Educational Policy Committee, I am writing to you concerning requests to the EPC for faculty positions.

All vacated positions return to the College for redistribution. At this point, five positions have been returned to the College for possible allocation in the spring of 2016. As in any year, positions returned to the College may not all be allocated. Factors that could contribute to a decision to withhold a position from immediate allocation include the College's budgetary constraints and the status of academic planning.

**The EPC will hold a meeting on November 16th, 4:15 p.m., in Terrace Room B to address questions concerning proposals.**

NOTE: if departments/programs have multiple openings and do not plan to submit proposals for all of them this year, the EPC requires a comprehensive plan that the committee will use to judge future proposals. The plan should describe how each position enhances the intellectual integrity of the major in the submitted proposal. This plan should include a detailed description of the fields, collaborations, and timelines for searches.

The EPC will consider the following in its consideration of proposals:

- **Departmental/Disciplinary Needs:** How the position contributes to the intellectual integrity of the department or program. How it enhances the major’s course offerings and/or provides curricular innovation.

- **General Education:** How the position contributes to distribution courses, non-majors courses, First-Year Seminars, general education courses, College courses, cross-listed courses.

- **Enrollment/Major Pressures:** How the position is an effective response to enrollment pressures both in terms of number of majors and the overall number of enrolled students.

- **Evidence of discussions regarding collaboration between and among Departments and Programs:** How the position makes a structural contribution to the needs of other departments and programs, how it provides curricular innovation, and the degree to which the proposal is congruent with divisional academic planning.

- **Contributions to two of Trinity’s broad-based curricular initiatives:** The extent to which the position enhances course offerings focusing on EITHER gender, race, ethnicity, sexuality, or class issues OR urban or global issues. Does the position effectively enhance offerings in one of these two areas?
Additionally, the EPC expects that proposals will describe the sustained efforts of departments and programs to network in order to build a pool of diverse candidates.

SUPPORTING INFORMATION: In order to ensure uniformity in the presentation of data in support of a departmental or program proposal, please use the data provided by the Dean’s Office and the Director of Institutional Research and Planning (J. Hughes), attached. The data include, for AY2011-2015, 1) a table displaying the number of permanent faculty members, number of majors, number of graduates, number of graduates per permanent faculty member, number of instructional FTEs (permanent and temporary faculty TUs divided by 5), total enrollment, enrollment per instructional FTE (a second version of this table presented in a slightly different format is available upon request) and 2) graphs displaying the ratios, sorted largest to smallest. You will also receive additional detail in Departmental Overviews (provided by J. Hughes), such as number of advisees, course sections, and independent studies, with comparative data for your division and for the college as a whole. Please let us know in advance of filing your proposal if you have any questions or see discrepancies. Departments and programs are welcome to provide additional information, such as data regarding peer institutions or feedback from external evaluators, that may be helpful in supporting an argument for a faculty position.

GENERAL GUIDELINES FOR EPC POSITION REQUESTS

Proposals may vary from discipline to discipline and from request to request. However, requests should conform as much as possible to the following format.

I. Describe the need for this position based on the FIVE criteria above.

II. Delineate the context of this request:

   A. Describe:
      a) The new hire’s relation to other anticipated departmental/program needs over the next several years regarding projected curricular offerings;
      b) The new hire’s proposed teaching schedule for the first two years;
      c) What other courses (or types of courses) the person in this position might teach in the long term.

   B. Recruitment strategies:
      a) Evidence of sustained efforts to develop a pool of diverse candidates for positions in your department and specific steps you will take to attract this pool;
      b) Standard advertising and interviewing practices in the field, with timetable;
      c) Proposed ad copy.