



Trinity College
HARTFORD CONNECTICUT

To: Department Chairpersons and Program Directors
From: Rena Fraden, Dean of the Faculty, Vice President for Academic Affairs,
and Chair of the EPC
Subject: Requests for Faculty Positions
Date: October 28, 2008

EPC CALENDAR FOR SPRING 2009

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| ▪ Submission of Intent to File to Dean's Office (email is fine) | November 24, 2008 |
| ▪ Submission of Request to Dean's Office (9 copies) | January 26, 2009 NOON |
| ▪ EPC Report to Faculty Meeting | May Meeting |

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, no positions have been returned to the College for possible allocation in the spring of 2009. Given the budget and the economy, it is unlikely that any new positions will be approved.

The sponsor of any proposal submitted to the EPC must submit an intent-to-file letter, including a brief abstract (one or two paragraphs) of the proposal by November 24, 2008. The Dean's Office, on behalf of the EPC, will distribute the proposal descriptions to all faculty members and to the Curriculum Committee for their review. The EPC hopes that this disclosure will promote and facilitate discussion among potential sponsors and lead to the submission of proposals more consonant with broad curricular objectives. In particular, programs and departments are encouraged to collaborate in the formation of their proposals.

In allocating faculty positions, the EPC will be guided by the following responsibilities:

- i: strengthening the College as a liberal arts institution.
- ii: supporting Trinity College's commitment to diversity by considering the due diligence of departments and programs in networking and outreaching to minority candidates.

The EPC will consider the following in its evaluation of position requests:

- The position's contribution to the scholarly profile of the department or program.
- The manner in which the position enhances the integrity of the major course offerings.

Sponsors of proposals may wish to consider the following issues to which the EPC is sensitive, although the EPC recognizes that no one proposal need address all of the criteria listed:

- The position's contribution to the departmental/program participation in and contributions to College needs such as interdisciplinary programs and/or minors.

Dean of the Faculty and the Vice President for Academic Affairs

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- The degree to which the position allows for participation in and contributions to non-majors (e.g., distribution courses, enrollment of non-majors, First Year Seminars, special programs, general education courses, College courses, cross-listed courses) and service to majors in more than one department/program (e.g., through joint appointments).
- How the position responds to student demand and how it will affect the distribution of teaching responsibilities in the department.
- The degree to which the position will increase course offerings in the areas of gender, race, ethnicity and class.
- The degree to which the position will increase course offerings in urban and global curricular areas as outlined in the Cornerstone Plan.

Additionally, EPC expects that proposals will describe the sustained efforts of departments and programs to network in order to build a pool of minority candidates.

SUPPORTING INFORMATION: In order to ensure uniformity in the presentation of data in support of a departmental or program proposal for a position, information helpful to the EPC's deliberations will be provided to the EPC by the College's administrative offices. Specifically, the Director of Institutional Research and Planning and the Associate Academic Dean (D. Robbins) will provide data on enrollments, student/faculty ratios, and the like in January of each year. Additional data regarding number of majors and degrees awarded by major may be found on the Registrar's Office data site on Blackboard. This information will be available to departments and programs. We will send out a follow-up notice to departments and programs about how to access these data. Should these administrative data conflict with departmental/program estimates, an explanation of any discrepancies can be provided. Departments and programs are welcome to provide additional information 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. *Abstract:* A one page summary of the proposal, a copy of which will be sent to the Curriculum Committee for their review.
- II. *Statement of Request:* Define the field, area of specialty, specific courses to be taught, and preferred scholarly interests for the position, if applicable.
- III. *Describe the need for this position:*
 - A. Current status and importance of this specialty in the discipline.
 - B. Role of this field in meeting the goals of the departmental/program curriculum as a whole and the major in particular.
 - C. Place of this specialty in the research profile of the department/program. How will the position sustain current strengths and/or fill research gaps in the department/program?
 - D. Value of this field for other College curricula or programs.
 - 1) Value of this field for interdisciplinary majors.
 - 2) Value of position for the College's non-major curriculum and general education courses, especially in the first year program.
 - 3) Value of this position to broader College initiatives, priorities and projects.

- E. Efforts undertaken to craft the position such that it will diversify the curriculum of the College (as described under "Criteria" above),

IV. *Delineate the context of this request:*

- A. Departmental/program data for five years with respect to this field
 - 1) Course enrollments..
 - 2) Numbers of majors and minors.
- B. Relation to other anticipated departmental/program needs over the next several years.
 - 1) Projected curricular offerings.
 - 2) Proposed teaching schedule for the first two years.
 - 3) What other courses the person in this position might teach in the long term.
- C. Information on relevant enrollment pressures in the department/program, on service to the College, and any other considerations in support of the position.
- D. Comparisons with other schools (in order to ensure comparability of information, the Director of Institutional Research and Planning will provide a list of colleges for comparison)
 - 1) Departmental/program FTEs in schools comparable to Trinity.
 - 2) Number of similar positions in schools comparable to Trinity.
 - 3) Departmental/program course offerings in schools comparable to Trinity.
- E. Recruitment.
 - 1) Evidence of sustained recruitment to develop a pool of minority candidates for positions in your department and specific steps you will take to attract minority candidates for this position.
 - 2) Standard advertising and interviewing practices in the field, with timetable.
 - 3) Proposed ad copy.

V. *If your department/program has been reviewed during the last five years under the auspices of the Curriculum Committee, please:*

- A. Include a copy of the review, and
- B. Address how this position might or might not be consonant with the recommendations of the review.