EPC Guidelines for
Long-term, Renewable Contract Positions
May 2019

The Educational Policy Committee believes that EPC should have a role in making recommendations to the Dean of Faculty regarding long-term, renewable contracts because of the following portion of the EPC section of the Faculty Manual:

2: Jurisdiction, Obligations, Procedures

2.1: It shall be the responsibility of this Committee to consider questions of educational policy, to review requests for Faculty positions, and to offer advice about the disposition of such requests to the Dean of the Faculty, who is responsible for allocating Faculty positions. In making its deliberations, the Committee is attentive to (1) the strength and integrity of College majors, (2) the obligation of Departments and Programs beyond the major, (3) the need for curricular experimentation and innovation, and (4) student choices and their effect on teaching responsibilities.

In 2014, members agreed that EPC will make recommendations to the Dean of Faculty regarding long-term, renewable contracts when:

1) a department wishes to fill a contract that is vacated due to retirement or resignation,
2) a department requests a new, renewable, long-term contract, or
3) the Dean believes a contract should not be renewed because of financial exigencies or because the department/program can no longer justify the need for the position.

In 2018, the EPC agreed that proposals for new or replacement long-term renewable contracts should be submitted to the committee in the fall by October 31.

Proposal Guidelines

Chairs should write a brief (1-2 page) request that addresses the following four questions:

1. What makes this position compelling as a long-term, renewable contract versus a visiting position?
2. In what way are the roles and responsibilities of the proposed position not suitable for a tenure-track position?
3. What evidence exists over the previous five years demonstrating a sustained need for the position and what is the likelihood that the need will continue?
4. To what extent does this position allow the department to better meet the needs of students? (such as more sections of language, better coordination of laboratories, etc.)

Note that proposals for long-term, renewable contract positions for faculty partners may be subject to separate guidelines. See separate policy on partner hires (in preparation).
The request should also provide:

- A description of the potential contribution of the position both to the department and the college in general.
- A schedule of what the position will teach (if available, please provide enrollment figures).
- If the request is for a new position, an explanation of how the courses have been covered in the past.

In preparing their requests, departments and programs must work with their Dean of Academic Affairs, who will forward the proposal to the EPC. The Dean of Academic Affairs will include his or her recommendation as well as comments on the budgetary implications and constraints. The EPC will then make a recommendation to the Dean of Faculty.