

REQUESTS FOR AUTHORIZATION OF FACULTY POSITIONS AND PROPOSALS FOR NEW POSITIONS

The Faculty has established a procedure for review of the allocation of new tenure-line positions or existing tenure-line positions when they become vacant or are soon to become vacant. The goal is to create a context and procedure that situates individual requests within a vision of the institution with regard to the overall curriculum, the curricular framework of each department, and the best interests of the College in terms of the size and shape of the faculty.

Requests for authorization are reviewed by the Faculty Affairs Subcommittee (FASCom), whose role is to advise the President and the Dean on whether new positions should be authorized, whether vacant positions should be reauthorized and reallocated in the same department or program or allocated elsewhere, and whether they should potentially be redefined. FASCom's decisions constitute a recommendation for action; the President and Dean have final authority regarding the authorization and allocation of faculty lines.

FASCom's recommendations will be guided by the following considerations:

- The academic mission of the College;
- The curricular needs of the College, both existing and emerging; and
- The size and shape of faculty which enables the College to achieve its institutional goals;

FASCom will evaluate requests for (re)authorization of faculty positions based on the following criteria:

- The relevance of the particular subject matter to the broader nature and trajectory of the discipline and emerging disciplines and subfields and to the current and future curriculum of the individual department or program;
- The importance of the particular subject matter in the College's curriculum as a whole, including the potential contribution to general education requirements and/or to existing interdisciplinary programs as well as the relationship to course offerings in other departments;
- The potential for the position(s) to enrich the social and cultural diversity of the faculty and/or the diversity of intellectual and/or pedagogical approaches within the curriculum.
- The role that the position would play in satisfying student interest in the subject matter, either by maintaining existing offerings in which there is substantial student interest or enriching programs and offerings in ways which would attract new students to the College.
- The capacity of the position to address chronically over-enrolled courses or areas of the curriculum.

The list of criteria above is not a rank-ordered list of priorities, but rather an inclusive list of areas the Committee will take into account. Materials that can help FASCom in the process of reviewing the request include:

- Departmental enrollment patterns for the previous ten years
 - Overall departmental curriculum
 - Courses covered by the hire
- Comparative data from peer institutions (see Peer Schools Comparisons list)
 - Size of departments (faculty, staff, students served)
 - Curricular comparisons
 - Departmental education mission comparisons
- Alumni Outcomes in primary and subset fields
- Assessment of student learning data that demonstrates the clarity of the educational mission of the department and its effectiveness in reaching its goals.

Procedure

- a. Departments may request authorization to fill a vacant position or to create a new position in another subfield of specialization. Proposals for new or replacement positions must be submitted to FASCom and the Dean by April 1. Requests for reauthorization of a position that falls vacant should be submitted as soon as possible after a vacancy is known.
- b. The President and Dean will notify the faculty and FASCom no later than April 1 about how many new positions will be authorized for searches during the following academic year.
- c. FASCom will review proposals and make recommendations to the Dean by the end of spring term. FASCom may consult with the Curriculum Committee regarding educational priorities and other curricular issues related to specific position proposals.
- d. The Dean will provide departments with the authorization to begin a search no later than September 1.

Proposals

A request for authorization should be in the form of a memorandum to FASCom. Every juncture in which a department contemplates a new hire is an opportunity for that department to engage in review. The department should reflect on the current status of the field and assess where the department stands in its goals to meet the needs of and advance the field, as well as the ways in which the department and the hire will enhance Knox College. This should be as true of a request to fill a vacancy as it is in a request to create a new position. Attach any reflective narratives, statistical information, or other supporting documents that might help the Committee understand and evaluate the request. Please be sure that the following points as they apply are addressed in the memorandum:

- How will the position meet the department's continuing curricular needs and current standards in the field?

- How does the proposed position enrich the department curriculum in ways that reflect the growth and development of the discipline?
- If the specialization(s) associated with a replacement differ from those of the person who has vacated the position, explain how this realignment will strengthen the department/program curriculum.
- What justifications exist for sun-setting the earlier curricular direction?
- What new areas of study are anticipated as a result of this addition?
- What new opportunities for students will be created?
- What are examples of courses that an individual appointed to the position might contribute to the curriculum?
- Do enrollment data justify adding the position?
- What data (re: current or prospective students, from other campuses, etc.) suggest that the addition of this position will attract new students to the program and/or the College?
- Indicate how the position would be described in order to attract individuals who may contribute to the social/cultural diversity of the faculty and/or enrich the diversity of intellectual or pedagogical approaches represented in the curriculum.
- Describe how this position would contribute to satisfying curricular needs beyond your department or program. If appropriate, comment on the potential contribution to general education requirements; if appropriate, comment on the potential contribution to the interdisciplinary or departmental programs that would be touched by this appointment. (Where such a contribution is possible, it would be advantageous to discuss the position with the director of the pertinent program or department chair or chairs and to obtain their endorsement of the request.)
- Identify additional non-salary costs associated with the position (e.g. lab space, instructional support, equipment, etc.) in your department or program or the College budget generally. Does the position imply any additional staff costs (e.g., for laboratory/studio support)?

In order to ensure that FASCom fully understands the intended role of a faculty position in a department or program, the committee may consult with the chair/director and other representatives of the department for more detailed discussion. If it appears that the Committee is considering the possibility of moving that position to another department/program, it may also consult with the chairs/directors of other departments or programs.