

THE COLLEGE OF  
**WOOSTER**

MEMORANDUM

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Date: February 1, 2013  
To: Department and Program Chairs  
From: Carolyn Newton, Provost   
Subject: Position Requests for 2014–2015

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Requests from departments and programs for continuing positions on the faculty for 2014–2015 and beyond are to be submitted to the office of the Provost by **Monday, March 18, 2013**. Following consultation with EPC and the President, decisions will be announced by early May.

Such requests would include new positions as well as replacement positions for those who plan to retire or leave the College for other reasons following the 2013–2014 year. If a colleague announces a 2013–2014 retirement too late for submission of a replacement request by March 18, 2013, it may not be possible to consider a permanent replacement request until one year later; in that case, a one-year visiting position may be requested. Requests for leave replacements for 2014–2015 will be solicited in September.

In making decisions about both continuing and leave replacement positions, factors taken into consideration include:

- a) The need to offer sufficient courses to meet the College's graduation requirements
- b) Recent trends in course enrollments
- c) Recent trends in number of majors (and number of students enrolled in Independent Study)
- d) Evidence from departmental assessment data and priorities of the College that support the need for the position
- e) Departmental contributions to First-Year Seminar and other interdisciplinary and inter-departmental programs
- f) The total number of faculty positions allowed by student enrollment and the approved 11.5:1 student:faculty ratio
- g) Available resources

Please submit your request to Dottie Sines in the format outlined on the attached document. Please include tentative teaching schedules for the department or program for 2013–2014, 2014–2015, and 2015–2016. Following the receipt and consideration of the applications and consultation with the Educational Policy Committee and the President, I will communicate the list of approved positions to you by early May.

I will be happy to discuss with you any questions you may have about this process.

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cc: Grant Cornwell  
Heather Fitz Gibbon  
Hank Kreuzman  
Academic Administrative Coordinators

**Department Position Request**

Part I: Information

- A. Statement of position request, including proposed job description for public announcement
- B. Reasons for and explanation of request:
  - 1. Why is it necessary to replace this position?
  - 2. What courses and department co-curricular activities are proposed for this position?
  - 3. Which of these courses and activities can be handled by current members of the department or by members of other departments?
  - 4. What contributions will the staffing of this position enable your department to make to the College's interdisciplinary programs (i.e., First-Year Seminar, Interdisciplinary Seminar, Africana Studies, Urban Studies, Women's, Gender, and Sexuality Studies, etc.)?
  - 5. Please include tentative teaching schedules for the department or program for 2013–2014, 2014–2015, and 2015–2016.
- C. Brief description of curricular and/or teaching responsibilities associated with each current position

Part II: Supporting Material

The department may want to support its request with additional information on, for example, disciplinary trends, patterns of student course interest, curricular development, co-curricular department programs, faculty interest in interdisciplinary programs, or plans for departmental curricular revisions.