THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: January 16, 2012
To: Department and Program Chairs
From: Carolyn Newton, Provost
Subject: Position Requests for 2013–2014

Requests from departments and programs for continuing positions on the faculty for 2013–2014 and beyond are to be submitted to the office of the Provost by **Monday, March 19, 2012**. Following consultation with EPC and the President, decisions will be announced in 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 2012–2013 year. If a colleague announces a 2012–2013 retirement too late for submission of a replacement request by March 19, 2012, 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 2013–2014 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 (our current ratio is below this at 11:1)
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 2012–2013, 2013–2014, and 2014–2015. 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 in June.

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

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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 2012–2013, 2013–2014, and 2014–2015.

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.

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1/16/12