THE COLLEGE OF
WOOSTER

Independent Minds, Working Together.

MEMORANDUM

To: Department and Program Chairs
From: Carolyn R. Newton, Provost
Date: August 16, 2013
Subject: Non-Tenure Track Position Requests for 2014–2015

With the approval of the Educational Policies Committee, I am sending this call for requests for non-tenure track positions for 2014-2015. If you believe that such a position is essential to the functioning of your department, please submit a request for this position to Darlene Berresford using the attached format. The deadline for submission is September 20, 2013.

After this office has reviewed the requests, we will ask the Educational Policy Committee for their recommendations, based on department need (number of majors, total students taught, class size, I.S. load and curricular requirements). By late fall, our office will send a final list of approved non-tenure track positions to you.

I would be pleased to discuss any questions you may have about this process.

dgb
Attachment

Office of the Provost • Wooster, Ohio 44691-2363 • 330-263-2004 • FAX 330-263-2248

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DEPARTMENT NON-TENURE TRACK POSITION REQUEST

PART I: Information (Please limit responses to one paragraph for each request.)

A. Statement of non-tenure track position request, including proposed job description for public announcement.

B. Reasons for and explanation of request.

1. Why do you believe this position to be necessary?

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. How would not having this position affect course offerings and student enrollment in the department?

5. What contributions will the staffing of this position enable your department to make to the College's interdisciplinary programs (e.g., First-Year Seminar; Interdisciplinary Seminar; Africana Studies; Urban Studies; Women's, Gender, and Sexuality Studies)?

   (Note: you may choose to illustrate items 2-4 by comparing the planned department teaching schedules with the position and without.)

C. Brief description of curricular and/or teaching areas identified with each current position in the department.

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, or faculty interest in interdisciplinary programs. Please limit your material to three (3) double-spaced, typed pages.

8/8/13

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