

THE COLLEGE OF  
**WOOSTER**

*Independent Minds, Working Together.*

MEMORANDUM

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To: Selected Department and Program Chairs  
From: Carolyn R. Newton, Provost  
Date: August 13, 2013  
Subject: Non-Tenure Track Position Requests for 2014–2015

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According to records in the Office of the Provost, at least one faculty member in your department is scheduled for a leave in 2014–2015. If you believe that a non-tenure track 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.

Twenty-three individual faculty members are scheduled for leaves during the 2014–2015 academic year. These leaves represent 16 full-time equivalent faculty positions. The research and study leaves are expected to occur in the following departments:

Art & Art History (1.5)	Music (1.5)
Africana Studies (1.0)	Philosophy (1.0)*
Chemistry (1.0)	Physics (1.5)
Classical Studies (0.5)	Political Science (1.5)**
Communication (0.5)	Psychology (1.0)
Education (1.0)	Religious Studies (0.5)*
History (0.5)	Spanish (0.5)
Mathematics (1.0)*	Theatre and Dance (0.5)
	WGSS (0.5)

\*received additional tenure track position in lieu of leave replacements

\*\*have two-year position to cover leaves

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

**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