

To: Academic Deans, Chairs, Undergraduate and Graduate Program Directors
From: Deborah Uman, Chair, Strategic Review Committee
Re: Position Requests for Fiscal Years 2010-11 and 2011-12
Date: October 7, 2009

The SRC is inviting all departments to submit their position requests for full-time faculty by **December 1, 2009**. These requests fall into one of the following categories:

- Positions commencing in Fall 2010 through Fall 2011 (tenure track or non-tenure track) with the search to take place during the 2010-11 Academic Year;
- New temporary (non-tenure-track) positions, typically one to three years in duration, to commence in Fall 2010 through Fall 2011;
- Temporary (non-tenure track) positions, typically one to three years in duration, that continue temporary lines currently filled;
- Conversions of temporary positions into tenure track positions.

**~~All requests should be sent electronically to both the
School Dean and Jan Clark by December 1, 2009~~**

To insure that the committee is fully informed about your requests, we ask that you submit a cover sheet (an electronic template is attached with this communication; all SRC forms are also available at <http://home.sjfc.edu/provost/StrategicReview.asp>) and a narrative component of each position request clearly providing the following information:

- An opening paragraph concisely describing the nature of the position being requested.
- A narrative rationale for the position request. In your proposal, you should explain your department's need in reference to the SRC principles (below). Please note that a data packet describing staffing and enrollment trends for all programs will be provided to you by the end of October. The intent is to provide you with institutional data that should help ENHANCE your proposal. It will also ensure that all departments and programs as well as members of the Strategic Review Committee have a common set of information to rely upon. You are encouraged to refer to this data in your proposal and to supplement it with your own analysis and data as appropriate. The narrative submitted with each position request should address the following items as well as any other deemed relevant to the proposal:
 - ↳ Provide an overview of your department's role in serving your majors, providing service courses to other departments, serving the core needs of students, and/or contributing to general education programs. Please address both the current situation and future prospects in your presentation.
 - ↳ Present enrollment trends and prospects for your majors and those taking your service courses

- ☞ Identify trends within your discipline anticipated to affect your curriculum, the specialties and/or skill sets expected of faculty members, and student expectations.
- ☞ Provide an overview of full-time staffing in your department (numbers, areas of specialty, trends, etc.). Indicate how the approval and securing of this position would impact your program's use of temporary faculty, adjunct instructors, and reliance upon overloads.
- ☞ Describe any formal or informal collaboration between your program and others involving course offerings, staffing, or curriculum that are dependent upon the position being requested.
- ☞ Present trends in sections offered, average class sizes, and reliance upon adjunct instructors and overloads.
- ☞ Indicate whether this position is intended to serve existing or new student populations. For undergraduate positions, please explain how this position is expected to affect the academic program's service of majors, service to other academic programs, and/or support of the core and general education programs. Provide numerical trends and other supporting material.
- ☞ If this position is to support a new academic program or initiative, please describe the current status of that program (timeline for needed approvals by the department, C&I, the state, etc.).
- ☞ Indicate how the need for this position is affected by accreditation requirements of external organizations if relevant.
- ☞ Present the anticipated timeline of the search process if this position is approved (e.g., advertising deadlines, campus visits, decision dates, etc.). Also describe any aspects of the search process that would be unique to this position or discipline.

The SRC has asked that I remind you that no names of individuals or letters of recommendation supporting specific individuals are to be included in your proposals. Your requests are for lines, not individuals.

I also have included several attachments that provide you with:

- our position request cover sheets,
- our protocol.
- our grading sheet

You can contact me or any of the SRC members with any questions you may have about this process.

2009-10 Committee Members:

Carolyn Vacca
 Deborah Uman
 Judy Graham
 Daryl Hurd
 Bruce Blaine
 Michael DeBisschop
 Nancy Bowllan
 David Rostetter
 Kris Green

The Principles the committee uses to assess position requests are:

1. Educational Stability: Critical to academic programming.
2. Economic Stability: Contributes to economic stability of the College.
3. Academic Credibility: Consistent with the Mission Statement of the Strategic Plan.
4. Intellectual Climate: Contributes to intellectual, professional, and personal growth of students.
5. External Concerns: Responds to external challenges and opportunities.