

TO: Department/Program Chairs
FROM: Academic Planning Committee (APC)
RE: New Tenure-Track Position Application

We recognize the need to increase the number of tenure-track faculty at the College. This document contains all the guidelines for you and the members of your department to make a detailed and persuasive case for the hiring of a new faculty member. The APC is asking you for the intellectual justification for the position after reflecting on our institutional mission, the strategic plan, and your department's own vision and curriculum (part 1). In part 2, logistical information in support of your proposal is requested. Supporting materials should be in the Appendices (part 3). **Please note there is a total page limit of 10 pages for part 1 and part 2 combined. The appendices are not included in the 10 page limit.**

A department can submit one proposal per year. Permission to submit multiple proposals can be requested directly from the Dean of the College who will consult with APC.

This process is another opportunity for you and your departmental colleagues to collaborate in order to provide APC and the Dean with a thorough proposal. But please note that the merit of each proposal will be assessed relative to all other proposals submitted. A strong proposal may not be granted a position because other proposals make an even stronger case.

Applications will begin to be accepted on December 21, 2018 with the submission window ending at 11:59pm on January 1, 2019. Submission is by email to APC@oxy.edu

By March 1, the Dean (after consultation with APC) will forward recommendations to the President. When the process is concluded, the Dean will also contact individual departments notifying them of the final decision and justification for that decision. The full results will be communicated to the entire academic community after final decisions are known.

The criteria by which all proposals will be evaluated are:

- Strength of the institutional justification for the position (i.e. how the position relates to the strategic plan, institutional mission, interdisciplinary collaborations, and the liberal arts);
- Strength of the departmental justification for the proposal (i.e. clarity and focus of the position requested, how the position meets curricular and/or pedagogical needs and the mission and vision of the department);
- Departmental contributions to Core (and the CSP)
- Strength of your strategy to attract candidates who can enhance the diversity of the faculty

Please provide answers to all the questions given in Part 1 and Part 2 in narrative form, clearly indicating which question is being responded to in every case. If there is additional information you believe is relevant, please include it at the end of the application as an appendix.

Part 1: Intellectual justification for the proposed position

In this section of the application, we would like you to explain the intellectual justification of your position proposal. Provide complete yet succinct responses to the questions below.

A. Departmental vision and impact:

1. Provide a brief description of the subject area of the proposed position.
2. Tell us how your department's curriculum compares with similar departments at comparable liberal arts institutions. What aspects are similar and/or different? What are the pedagogical reasons or practical constraints behind the differences?
3. Tell us how this position relates to the themes in [your department's APTF planning document](#) and your most recent Self-Study and External Team Report.

B. Interdisciplinary Considerations:

1. Describe the conversations you have had with other departments/programs about the proposed position. How does this position mutually benefit those involved in the conversation (e.g., does it contribute to an aspect of departmental interdependence or materials/topics caught between fields)? Explain the interdisciplinary innovation, if any, this position will support? Please circulate your response to this question to the department or program chairs involved in these discussions and collect their signatures in a document included in the appendix that indicates they have read this response.

C. Institutional Concerns:

1. Tell us how the proposed position supports departmental efforts to serve our diverse student population in keeping with the [College's Mission](#) and reinforces the principles outlined in the Affirmative Action Committee Policy and the Faculty Search and Hiring Guidebook¹.
2. Tell us how the proposed position specifically supports Occidental's first-year CSP program and/or the [Core Distribution Requirements](#), as well as broadly contributes to the liberal arts and sciences in the 21st century.
3. Tell us how the proposed position supports specific priorities and goals of the College's [Strategic Plan](#). Additionally, link the proposed position to the Academic Planning Task Force recommendations.
4. Tell us how the proposed position will complement rather than duplicate curricular contributions already at the College inside and outside of your department.

D. Enhancing the diversity of the faculty:

“Occidental College considers diversity among the faculty to be of utmost importance in maintaining its commitment to excellence, equity, community, and service. The College also

¹ This document is available on the AAC Moodle site (Updated August 2017).

recognizes that a diverse faculty is essential to providing students with an interdisciplinary and multicultural academic program that will prepare them for leadership in an increasingly complex, interdependent, and global world.”²

1. Provide data on under-represented groups specific to your discipline at the level of Ph.D. or other terminal degree in the field and above (recent Ph.D., faculty by rank, etc.). If your discipline does not collect demographic data, you will find some information through the [NSF survey data](#)³ on underrepresented scholars according to fields and subfields. Departments can consult the college Chief Diversity Officer for help navigating this data.
2. Describe your department’s plan to attract candidates who will increase diversity within your discipline, in your curricular offerings, and in the college.⁴
 - a) How does the proposed subject area of expertise attract candidates that contribute to the diversity of the faculty?
 - b) How is the department’s decision to move in this direction linked to a longer-term strategy for departmental and curricular efforts toward inclusion and diversity?
 - c) Describe the search strategies and processes you will use to develop your candidate pool (beyond the conventional job postings and colleague networking).
 - d) Describe how your department will implement such a strategy to attract a rich and diverse pool of candidates.

E. Pedagogical impact:

1. Explain how this proposed position would enhance the students’ academic experiences, opportunities, and graduation rates in your department. How would this position support mentoring, advising, summer research, and/or community-based learning for majors, minors and non-majors?
2. How does the proposed position support pedagogical innovation and enhance curricular development in your department.

Part 2: Logistical information on the proposed position

In this section of the application, we would like you to provide logistical information of the proposed position. Provide complete yet succinct responses to the questions below.

1. Discuss how the proposed position would reduce your department’s reliance on non tenure-track faculty and how it responds to any anticipated retirements or departures.
2. Estimate the resources—additions to the library collection, equipment, hardware/software, facilities, start-up costs, risk management issues, including office space and lab space—that this hire might require *at the time of their hire*, as well as the *upkeep required over time* to sustain their teaching/research agenda.

² from the Introduction to the AAC policy (Updated September 2016) available on AAC Moodle site.

³ This link to [NSF data](#) is updated annually but applicants may want to check it themselves for accuracy.

⁴ See the Outreach section in the sample search plans provided on the AAC Moodle Site.

PART 3: Attachments

Please attach the following to your application:

- A signature page with all tenure-track and tenured faculty in the department, with date(s).
- Hyperlinks to your department's most recent self-study and external review team report, any resulting action plan or MOU, and the proposed timeline for the implementation of the action plan/MOU.
- The proposed text of your job announcement/job posting. Refer to the sample search plans available on the [AAC Moodle Site](#).