TO: Department/Program Chairs

FROM: Jorge Gonzalez, Dean of the College

RE: Urban Studies Position Application Fall 2014

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 for a strategic hire in Urban Studies. Proposals focused on scholarship and teaching related to Los Angeles or other urban centers in the Pacific Rim or Latin America are particularly encouraged. Please provide logistical information in support of your proposal (part 1) as well as a focused intellectual justification for the position in response to the Request for Proposals for an Urban Studies strategic hire. Your departmental (or cross-departmental) justification should relate your proposal to the College’s institutional mission, departmental goals, but especially the strategic plan’s express investment in urban studies and Los Angeles, the Pacific Rim, and/or Latin America (part 2).

[Note: this document is a revised version of the “regular” TT position proposal form. It has been truncated to enable departments to respond to the request for proposals in a timely fashion]

The entire application is due October 15. By November 1 the Dean (after consultation with APC) will forward recommendations to the President. In the weeks between these two dates, you may be contacted by APC for clarification or questions about your proposal. When the process is concluded the Dean will also contact individual departments notifying them of the decision and justification for that decision.

The criteria by which all proposals will be evaluated:

- Strength of the departmental (or cross-departmental) justification for the proposal, and how the position meets curricular and pedagogical goals for urban studies at the College, and engages community-oriented pedagogy.

- Strength of the institutional justification for the position (i.e. how the position relates to the strategic plan, with specific focus on “urban studies” and the Los Angeles context in which we live, and/or the Pacific Rim/Latin America.

- Strength of your strategy to find and attract a diverse candidate pool.

- Effect on Core curriculum and departmental or cross-departmental curricula and course enrollments.

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.

New faculty proposal application

Part 1: Logistical information on the proposed position

1. Briefly describe the subject area of the proposed position.

2. Would the proposed position replace any faculty members already teaching in the department (e.g., one or more non-tenure track faculty, faculty entering phased retirement, faculty leaving Oxy, etc.)? If so, which faculty?

3. Describe in detail the faculty, departmental, and/or interdisciplinary deliberation process leading to this proposal.

4. Is there a location for the new hire’s office and/or lab (please be as specific as possible)?

5. Estimate the resources—additions to the library collection, equipment, hardware/software, facilities, start-up costs, risk management issues, etc.—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.

Part 2: 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. If there is additional information you believe is relevant, please include it at the end of the application.

Departmental vision and impact:

- How would a faculty hire in Urban Studies with a focus on Los Angeles, the Pacific Rim, and/or Latin America enhance your department’s curriculum (or if a multi-departmental proposal, your curricula)? How might this new faculty hire enhance or build upon the faculty and curricular resources in urban studies already at the College? How would your vision of an Urban Studies hire advance the College’s connection and commitment to and engagement with Los Angeles, the Pacific Rim and/or Latin America?

- Where do you envision the College’s curriculum in urban studies being in five years, and what role will your departmental (or inter-departmental) curriculum play in that development? What impact would such a hire have on the development of new curriculum, and upon staffing?

Coordination with other departments/programs:

- 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

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materials/topics caught between fields)? How might the proposed position put additional burdens on other departments or alleviate burdens of other departments?

- Letters of support from other departments/faculty should be sent directly to the chair of APC (REQUIRED only if this position poses significant curricular impact to other departments or programs).

**Institutional mission, vision, and impact:**

- Tell us how the proposed position supports Occidental’s commitment to diversity.

- 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.

- Tell us how the proposed position supports specific priorities and goals of the College’s Strategic Plan.

- Review the Department Profiles report and explain to us how these data support your proposal. You should use the data to highlight particular burdens and demands that this new position might address (e.g., advising loads, course enrollments, etc.). You may also strengthen your argument by demonstrating how these burdens and demands compare with College averages (advising loads, class size, number of classes with fewer than 10 students, tenure-track faculty, percentage of classes taught by NTTs, etc.). We strongly recommend that chairs seek the support of Institutional Research for help accessing and interpreting the Department Profile data.

**Diversity candidates:**

- Provide data on under-represented groups specific to your discipline at the Ph.D. level and above (recent Ph.D., faculty by rank, etc.).

- Describe your departmental conversations about how you plan to search for, and to attract, diversity candidates. For instance, you could discuss any of the following: how the proposed subject area of expertise might attract diversity candidates, how the department’s decision to move in this direction is linked to a longer-term strategy for departmental and curricular diversity, the search strategies and processes you will develop to target diversity candidates (beyond the conventional job postings and colleague networking) and the manner in which your department will implement such a strategy to attract diversity candidates.

**Pedagogical impact:**

- Were your application for the proposed position to be approved, explain how this would enhance your department’s ability to work with students (with regard to teaching, mentoring, advising, summer research, majors/minors, etc.).

**Final Remarks:**

- Is there any additional departmental, institutional, intellectual rationale (not covered in the questions above) that you want to offer as justification for this position?
PART 3: Attachments

Please attach the following to your application:

• All tenure-track and tenured faculty signatures, with date
• The text of your job announcement/job posting