

Union College
Request to Fill a Tenure-Track Faculty Position

This form is to be used by a department for a request to retain a tenure line. As outlined in the [policy on vacated tenure lines passed in Spring 2021](#), proposals at Step 1 (the comparative phase) are due the Friday of Week 3 of the winter term. (Proposals at Step 2 (the competitive phase) are due the Friday of week 3 of the spring term and will use a different form.) In developing the proposal, please consult with the Dean of Academic Departments and Programs, the Director of Interdisciplinary Programs, and Directors of relevant Interdisciplinary Programs.

The AAC's role in this process is described in the Faculty Manual, section IV.IV.B. Please see the appended document "Guidelines for Evaluating a Tenure Line Request" for a list of factors and data the AAC will use in its deliberations (some of which should be supplied by the department).

1. How did this position become vacant? What was the nature of the vacated position? How did this vacated position contribute to the department/program in which it resided? Did this position contribute to any interdisciplinary programs? If so, which ones?
2. Describe the proposed new position. How will it contribute to curricular goals, course offerings, and research expertise in the department and/or interdisciplinary programs? How does the position fit within the broader intellectual discipline and emerging trends in the field? If applicable, please use recommendations from the most recent external review to support this request.
3. If applicable, describe the ways the department envisions this position making contributions across the college including: a) General Education and WAC, b) courses serving other departments and interdisciplinary programs, c) Union's Strategic Plan, and d) diversity and inclusion.
4. Please explain why this new position must be filled by a tenure-track position, rather than a visiting position.
5. Please provide context and comments regarding the data to be used in the AAC's deliberations (see the appended Guidelines document for a complete list of data to be considered). Most of the data is available on Tableau/the Chairs and Directors Nexus Site, though some data must be supplied by the department for it to be considered.
6. If relevant, please provide information regarding trends in the field, such as enrollment within the field, other forward looking data, and information on the job market in the field in which the position is being sought. Please provide evidence, such as that available from professional organizations in your field.
7. Please add any other information that you believe is relevant for the AAC for making its recommendation. Please be concise and refrain from repeating information that is already provided above.

8. Please attach a job advertisement for the proposed position.

9. For department proposals, please indicate the numerical vote of tenure-track department members approving or disapproving of this position description. If the vote approving the description is not unanimous, please describe (without identifying individual faculty) the nature of the disagreement about the position description.

Please submit the completed form by email to the Dean of Academic Departments and Programs.

Please note: Before final approval is given by the Dean of the Faculty, an understanding must be in place between the academic deans and the relevant department chairs and program directors regarding office and laboratory space and start-up costs.

Union College

Guidelines for Evaluating a Tenure Line Request

The AAC will consider the following factors when evaluating tenure line requests:

- Ability of departments to deliver their curriculum
- Alignment of position with the goals of the Strategic Plan
- Anticipated contribution of position to the General Education program
- Anticipated contribution of position to interdisciplinary studies programs
- Anticipated contribution of position to other departments' major requirements
- Course enrollments and number of major/minors in the department
- Department staffing by faculty type (tenure track, visitors, lecturers, adjuncts)
- Degree to which the department's proposal is future-oriented
- Departmental difficulty in hiring and/or retaining visitors
- Maintaining a scholarly community in a department (might be especially important for smaller departments)
- Departmental need/desire for faculty with the particular expertise of the requested position
- Recommendations from department's most recent external review

The following data will be considered by the AAC. Information will be supplied by Institutional Research and the DADP, *except those items **in bold** that optionally may be supplied by the applying department as part of the responses in the proposal form.*

1. Staffing

- Tenure-track faculty
 - Number of tenure-track faculty in the department, by headcount and by FTE
 - Number and/or average number of tenure-track faculty in the division of the applying department
 - Number of tenure-track faculty collegewide
- Lecturers
 - Number of lecturers/senior lecturers who have taught in the department over a five-year period
 - Average duration of lecturers' employ in department
- Visitors
 - Number of visiting professors who have taught in the department over a five-year period
 - Description of why the department has needed to rely on visiting professor(s)
 - Average duration of visiting professors' employ in department
- Adjuncts
 - Number of adjuncts who have taught in the department over a five-year period

- Number of courses taught by adjuncts over a five-year period (including overload teaching)

2. Offerings/Enrollments:

- Enrollments in the department's courses in the most recent academic year and over a five-year period
- Number of courses offered by the department in the most recent academic year and over a five-year period
- **Number of courses offered by the department that are required for majors in other departments**
- **Percentage of students enrolled in a department's courses that are not majors or minors**
- General Education:
 - Number of sections taught by department for FYP and SRS [of total number offered by the college over a five-year period]
 - Number of students taught by department for FYP and SRS
 - **Number of courses offered for Gen Ed that do not count toward a major (e.g., courses below 1XX, intended for non-majors)**
- Interdisciplinary programs:
 - **Number of courses that contributed to ISPs**
 - **Enrollments in courses that contributed to ISPs over a five-year period**

3. Majors and Curriculum:

- Major/faculty ratio in the major/department
- Major/faculty ratio in departments in the Division
- Major/faculty ratio collegewide
- Number of majors within the department in the most recent academic year and in the previous five years
- The number of minors in the department
- **Advisee/faculty ratio**

4. Other:

- **Number of tenure-track faculty required for faculty-led student research, including supervising senior theses or projects**
- **Trends in this position's field/discipline regarding research, enrollment, and "forward-looking data."** Such data may be obtained from professional organizations for the discipline
- **State of the job market regarding hiring and retaining positions, as is available from professional organizations or other recognized sources**