

Instructions for Preparing Tenure-Track and Renewable Non-Tenure-Track Position Proposals

As the long-range planning and policy body of the faculty, the Executive Council makes recommendations to the President on the allocation of faculty resources. Successful proposals for new and replacement faculty positions must respond to changes within disciplines as well as to the strategic directions and core values of Grinnell College.

Deadlines

Departments must submit any proposals for tenure-track or renewable non-tenure track faculty to the Executive Council by April 1 (or the closest weekday) of the academic year prior to the year of the anticipated search. If the department cannot meet the April 1 deadline because of personnel changes that occur after March 15, that department may submit its proposal to Executive Council up to two weeks before the beginning of fall semester classes.

A Diversity of People and Perspectives

A community that encompasses a diversity of people and perspectives is the foundation of excellence in the liberal arts. Inclusive excellence is a strategic priority and a core value of the College. Therefore, when a department conducts a tenure-track or renewable non-tenure track term search, there is a high level of proactive recruiting effort to ensure a diverse pool of candidates. The procedural requirements are set out in the Diversity Policy, the Guidelines for Faculty Recruitment, and summarized in the Cultivating Diversity Checklist.

Grinnell College values many types of diversity. Our current strategic priority is to enhance the embodied diversity of the faculty by recruiting highly qualified faculty members who are Black/African Americans, Hispanic Americans, American Indians, and Asian Americans. There may be circumstances where departments may prioritize other factors of embodied diversity (e.g., gender in a discipline where women are under-represented) in their searches.

Meeting with the Associate Dean

Prior to submitting a proposal for a tenure-track or renewable non-tenure-track faculty member, a departmental representative shall meet with the Associate Dean to discuss strategies for achieving broader diversity in the applicant pool. The Associate Dean will encourage the department to consider the content and placement of the position advertisement, as well as ideas for recruiting potential applicants who can enhance the diversity of the College. This meeting should take place well in advance of the April 1st deadline.

Proposal Format

A proposal for a Regular appointment to the faculty should explain:

- how the appointment will contribute to the mission, strategic priorities, and core values of the College.
- what courses this position will support and how those courses will fulfill and enhance the department's and the College's curriculum. This discussion should include the level of the courses, their projected enrollments, and how the appointee's expertise will complement that of current faculty.
- why the appointment is needed now: curricular justification is primary; the history and current pressure of enrollments is also relevant.

- how the department will develop a diverse pool of applicants for the position.

Note: A standard package of enrollment information is separately provided to Executive Council for each department requesting a position. This standardized information allows Executive Council to compare enrollment levels across departments when evaluating proposals. The Registrar can provide this same package to the department for its use in preparing the proposal.

Please indicate how the position will potentially contribute to any of the following:

- current needs and new curricular initiatives of the department or related programs;
- diversity of the faculty and curriculum;
- staffing of inter-departmental courses, such as tutorial, Humanities 101, 102, 140 or introductory statistics; or enabling current faculty to teach new interdisciplinary courses;
- reduce reliance on term faculty.