

CAP's Criteria in Considering Staffing Requests

In its task of establishing the academic priorities of the College, CAP members have formulated a set of criteria to guide its work of evaluating staffing requests. Though it's unlikely that a proposal could satisfy all the criteria, we think each item represents an important element for you to consider. As you develop your proposal, it is important to work with the staff in the Office of Institutional Research as you gather data on enrollment and number of majors in your department/program over the last 5 to 10 years. Please include a rationale for the position that addresses the department's recent trends with regard to enrollment and number of majors, as well as the staffing history of the department during the same time period.

Criteria

- Inclusion and Diversity – How does the position request address the college's commitment to inclusion, access, and diversity concerning ethnicity, race, cultural background, economic status, ability, and geography in the curriculum? How will this position attract a diverse pool of candidates and promote inclusion once at Smith? With this search, does the department aspire to diversify the curriculum, the faculty, or both?
- The Position and the Discipline
 - How does this position specifically advance your unit's core educational mission? Does it fill a need not simply defined by traditional ideas of coverage in your field? Have you weighed its necessity in relation to alternative or emerging models for your major?
 - Disciplinary Transformation: Does the proposal respond to methodological changes in the field? Does it add new areas of coverage to the department's curriculum? Does it incorporate new methods or approaches to existing areas of coverage? How does this position fit into the department's vision of itself over the next 5 to 10 years? Please provide context for emerging disciplinary areas being considered in this request from both a national and global perspective.
 - Does the position enable pedagogical as well as disciplinary innovation? If so, how?
 - Does the proposal address issues/concerns that were outlined by the external review team from the most recent decennial review?
 - Given the enrollment profile in your unit, how does the proposal address the unit's trajectory related to growth or reduction over the next few years? How does the proposal respond to the need to provide equity in access to face-to-face education across the campus?

- College Goals – Does the proposal advance current college-wide curricular initiatives in a significant way? For example, does the proposed position contribute to the development of pedagogical opportunities in Writing and Public Discourse? Would the position enable the mounting of a course focused on race and/or racial justice in your discipline? Could the new position contribute to interdisciplinary offerings in the first-year curriculum?
- Connectivity – Does the proposal connect with other departments, programs or disciplines? Is this a possible joint or connected appointment? Will it depend on a shared curriculum or require course commitments in other academic areas? Will it contribute to any existing concentrations, or open up the potential for new concentration areas to be proposed in the future?