

- a statement of how the proposed position addresses the College's mission and Strategic Directions
- a description of how the proposed position could be relevant to other departments, programs or individuals at the College
- a reflection on your department's/program's most recent (within the last 5 years) proposal to CAP and CAP's response to your proposal at that time
- a confirmation whether a listening meeting is requested or declined
- Position request letters of intent will be posted to the CAP web site.
- CAP chair sends message to all faculty inviting everyone to look at these letters of intent.
- CAP encourages proposing department/program to link up with other departments, programs, and individuals who should be or want to be part of conceptualizing the position.

Just after Thanksgiving by December 1:

- Full proposals due to CAP (using template and submitted electronically)

A proposal for a tenure track or continuing non-tenure track position must use the template posted on the CAP web page.

[\[https://www.brynmawr.edu/provost/committee-academic-priorities-guidelines-position-requests\]](https://www.brynmawr.edu/provost/committee-academic-priorities-guidelines-position-requests)

January-March:

- CAP conducts a formal meeting with each department/program

March-April:

- CAP provides their recommendations to the President and the Board of Trustees

April:

- CAP submits its Annual Report to the faculty
- The President and the Board of Trustees make their final decisions

CAP will examine each position request in terms of:

- its relation to the College's mission and Strategic Directions;
- its contributions to short- and long-term departmental, disciplinary, and interdisciplinary directions;
- its impact on overall faculty resources at Bryn Mawr and in the Bi-Co, including our capacity to respond to sabbatical leaves;
- opportunities to enhance the diversity of our faculty;
- the history of previous requests from this department or program to CAP;
- in the case of CNTT requests, see the established guidelines on the nature of CNTT appointments (<https://www.brynmawr.edu/provost/committee-academic-priorities-guidelines-position-requests>).
- Bi-Co departments and program requests will be considered in consultation with EPC

Committee on Academic Priorities, AY 2020-2021

Dianna Xu, *Computer Science*, 2017-2018 – 2020-2021, *Chair* 2020-2021

Jamie Taylor, *English*, 2017-2018 – 2020-2021, (*on leave* AY 2020-2021)

Michael Allen, *Political Science*, 2018-2019 – 2021-2022

Penny Armstrong, *French and Francophone Studies*, 2019-2020 – 2022-2023

Don Barber, *Geology and Environmental Studies*, 2019-2020 – 2022-2023

Radcliffe Edmonds, *Greek, Latin, and Classical Studies*, 2019-2020 – 2022-2023

Committee on Academic Priorities, AY 2021-2022

Michael Allen, *Political Science*, 2018-2019 – 2021-2022, *Chair-elect* 2021-2022

Penny Armstrong, *French and Francophone Studies*, 2019-2020 – 2022-2023

Don Barber, *Geology and Environmental Studies*, 2019-2020 – 2022-2023

Radcliffe Edmonds, *Greek, Latin, and Classical Studies*, 2019-2020 – 2022-2023

Maja Seselj, *Anthropology*, 2021-2022 – 2024-2025

Kate Thomas, *English*, 2021-2022 – 2024-2025