

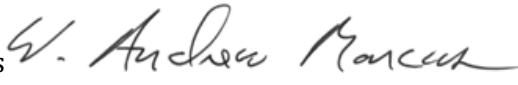


University of Oregon
College of Arts and Sciences

March 08, 2017

W. Andrew Marcus
Tykeson Dean
College of Arts and Sciences &
Professor of Geography
office: (541) 346-3902
fax: (541) 346-1150
email: marcus@uoregon.edu
<http://cas.uoregon.edu>

To: CAS Department Heads

From: W. Andrew Marcus 
Tykeson Dean of Arts and Sciences

Re: **Requests for tenure track faculty lines in AY2017-2018**

The Provost's Office recently sent us guidelines for requesting Tenure Track Faculty (TTF) searches in AY2017-18. Deans will submit selected, prioritized TTF Search Proposals to the Provost using the documents and guidance below. The Provost will consider each proposal and will create an Institutional Hiring Plan. Two groups - of faculty and deans - will consult on this Institutional Hiring Plan, after which the Provost may adjust the plan.

We anticipate about 15 to 20 faculty vacancies opening up in CAS this coming year, but under the new Provost-centered system, we cannot guarantee that those lines will remain in CAS. Alternatively, CAS might gain lines this year relative to other units; the outcome each year will depend on the strategic goals of the university and the quality of the proposals.

As part of the CAS process, we will also consider proposals for "internal clusters," which are groups of hires within or between units that focus on a particular goal (e.g. the African American Studies cluster we are running this year). **Please note:** Talk to your divisional dean and other affiliated unit heads before submitting an internal cluster hire proposal. Department heads must endorse clusters that would have lines in their departments.

Criteria: Regardless of whether the proposals are for a single hire or a cluster hire, they should address how the hire will enhance university excellence. The Provost has stated that the justification for the position "should be explained with regard to one or more of the following":

- Enhancing academic quality
- Promoting interdisciplinary excellence
- Supporting diversity, equity, and inclusion
- Increasing external support
- Growing graduate education.

The CAS dean's office will prioritize proposals that explicitly address the above criteria. In addition, as stated in my e-mail of February 16, we will also prioritize positions that:

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5228 University of Oregon, Eugene OR 97403-5228 T (541) 346-3902 F (541) 346-1150 <http://cas.uoregon.edu>

- Can identify an internal funding source for the line(s) (e.g. replacement hire, retirement, bridging hire, NTTF conversion, etc.)
- Can provide necessary office/lab needs with existing space and would have affordable startup expenses
- Are forward looking and do *not* simply propose to replace an existing line in kind, unless a compelling argument is made for such a strategy
- Address areas of growing high undergraduate demand or future demand
- Have potential to accelerate scientific impact and generate connections to the Knight Campus (acknowledging that the campus vision is still in development).

Submission Process: Proposals are due in the CAS dean's office on **Monday, March 27** (We are required to submit our prioritized list by April 7 to the Provost's Office). CAS will soon send out a template that all departments must use to submit their requests to the CAS dean's office. Please submit your request to Miriam Bolton, Assistant Dean for Administration and Operations, at mbolton@uoregon.edu. In the subject heading, state: "CAS search request, department name (or cluster name), specialty name."

You should submit one request per faculty line (e.g. do not put all the lines associated with a cluster into one page). If you are proposing a cluster hire within a department, collate the individual requests and submit them as a single document. If the cluster crosses multiple departments or colleges:

- designate a point person to collate and submit the proposals on behalf of the group,
- submit a one page *maximum* overview describing the intent of the cluster and how it addresses the criteria listed above in a more effective manner than do single hires, and
- submit a statement that all department heads of participating departments support the cluster.

Please note that proposals are limited to one page of text for the proposal plus some supporting data, per the Provost's request. After we receive the proposals, CAS will add some further supporting data (e.g., average salaries of faculty in the unit, number of people signed up for TRP, etc.) that the Provost requires. We may reach out to departments to help us gather necessary data.

Please be in touch with your divisional dean if you have questions regarding this process.

I very much look forward to seeing the ideas that come forward.

CAS TTF Search Proposal Submission Form

Department:

Requested TTF Field:

Requested TTF Rank:

Is this contingent on the outcome of a current search? Yes No

If so, indicate search

Is this for a replacement of a line due to retirement or resignation? Yes No

If so, provide name and date

Is this related to a contract non-renewal or negative tenure decision? Yes No

If so, provide name and date

Is this part of a cluster proposal? Yes No

Do you have office and/or lab space, identified for this hire? Yes No

If so, provide location

If so, indicate whether light medium or heavy renovations would be needed.

Besides space, briefly list other startup needs.

What is the estimated cost of these startup needs?

CAS TTF Search Proposal Submission Form

Search context and final notes. (Describe the need for this TTF line with respect to the criteria outlined in the memo. 3,000 character limit)