

RATS GUIDELINES  
Approved By Faculty Meeting 11/1/89

**Guidelines for Requesting Changes in Department or Program Staff**

- A. Requests for new teaching staff or for other changes (either increases or decreases) in the number of kind of continuing appointments within a department or program ordinarily will be initiated by the department or program, although a committee, administrative unit, or group other than an existing department or program also could bring forward a request.
- B. Requests for new staff (or for other staffing changes) will be evaluated by the Curricular Policy Committee, the Faculty Affairs Committee, and the Academic Dean to assess educational merit, compelling need, institutional appropriateness, and staffing resources. In some cases, when it seems advisable, the Budget Committee and the Development Office also may be brought into consultation during this evaluation.
- C. All requests, along with all supporting materials, must be submitted to the convenors of CPC and FAC no later than October 1 of the year prior to the year in which the desired change in staff is proposed to go into effect, so that the evaluation can be completed by the end of Term 1.

(NOTE: If this draft is adopted as policy, the deadline for academic year 1989-90 will be the end of Fall Term, 1989. The normal deadline specified above will become effective for academic year 1990-91)

- D. This procedure for reviewing staffing needs must be followed whenever any department, program, committee, or administrative unit:
  - 1) proposes to increase permanent (budgeted) teaching positions by any fraction of an FTE;
  - 2) proposes to continue staffing beyond a second year any teaching position created for any ad hoc purpose. No third year contract may be offered on any such position without approval following this process;
  - 3) proposes to convert an existing rotation position into a tenurable position;
  - 4) intends to fill a position that has not been budgeted or staffed during the previous two years;
  - 5) proposes to initiate, modify, or eliminate an academic program, when doing so would require new staffing or reallocation of existing staff;
- E. The Academic Dean (in consultation with FAC) will continue to authorize as hoc (“emergency” or “quick fix”) appointments.
- F. Every request following this procedure must include two arguments:

- 1) a disciplinary argument that addresses how the proposed change is demanded by the criteria of disciplinary excellence;

and

- 2) an institutional argument that addresses how the proposed change would carry out the educational mission of the college.

G. These arguments must be supported when appropriate by any or all of the following materials.

- 1) a survey of the curriculum, staffing, and enrollment during the previous 5 years;
- 2) a 3-year projection of curriculum, staffing, and enrollment where it is assumed that the proposed staffing change is approved;
- 3) a 3-year projection of curriculum, staffing, and enrollment where it is assumed that the proposed staffing change is not approved;
- 4) a description of existing staff's co-curricular roles and responsibilities.

Other materials may be submitted as well, but it is the responsibility of the initiating department, program, committee, or administrative unit to determine what materials are needed to support the above two arguments, and to submit all such materials along with the request.

It will not be part of the responsibility of CPC, FAC, or the Academic Dean to conduct further research in order to fill in gaps in the supporting materials, or otherwise complete the documentation needed to substantiate the arguments.

(Prepared by the Reallocation and Tenure Subcommittee (RATS) of CPC and FAC: Chuck Yates, Liffey Thorpe, Paul Ogren, Dan Graves, A.J. Goulding – 11 October 1989)