According to the *Faculty Handbook*, the Committee on Academic Policy recommends to the Dean of the Faculty the allocation and reallocation of faculty positions. Requests for new positions should be submitted during the spring term before the academic year in which a search would be conducted. Similarly, requests for the reallocation of existing positions should be submitted during the spring term before the academic year in which the position will expire or be vacated so that a timely search may be conducted.

Due to the number of positions that are up for allocation this year (10 tenure track, 2 term) we have moved the deadline up to **February 23, 2015**. If you are intending to submit a request, we kindly ask that you send a brief e-mail to me ([swu@hamilton.edu](mailto:swu@hamilton.edu)) to notify the CAP of the intention to file a request by **January 1, 2015**. This initial e-mail simply needs to state that a request will be forthcoming and explain the nature of the request (a re-allocation of an existing position due to retirement/faculty leaving the college; or a request for a new line).

Before drafting a request, the department chair or program director should review both the allocation guidelines in Section IV of the *Dean’s Guidelines for Department Chairs* available under Handbooks and Forms on the *Dean of Faculty website* and the “Allocation Process” on the *CAP website* available under Planning Guidelines. We have recently revised these guidelines to reflect the role that COA may play under certain circumstances (see the last bullet point of the document).

In making a request, the chair or director should develop a compelling argument for the position. The first paragraph should summarize the document and specify the position for which the request is made. In addition to any particular issues the department or program wishes to raise, the strongest requests address long-term planning (both curricular and personnel), the proposed position’s contribution to the college-wide curriculum, careful study of the nature and structure of the concentration, curricular diversity, study of student outcomes, enrollment pressures, comparison data, and faculty loads. The proposal should specifically address how the senior program is counted as part of the faculty load. Enrollment and comparison data compiled by the Office of Institutional Research are available via the Planning Notebook [http://www.hamilton.edu/oir/planning-notebook](http://www.hamilton.edu/oir/planning-notebook).

In offering recommendations to the Dean, the CAP strives to take a long-term approach to assessing and allocating academic resources, making allocation recommendations more of a planning process than a reactive one. The CAP also strives to evaluate
academic needs both in the context of goals articulated in the College’s strategic plans and in the broad liberal arts mission of the College, including diversity with respect to the curriculum and faculty. The CAP will invite department chairs and program directors to meet with the Committee to discuss allocation requests.

The Committee on Academic Policy normally makes its recommendations to the Dean by May 15th. The Dean will then forward the CAP’s recommendations along with his own recommendations to the President.