CAP Allocation Guidelines
(revised 11/10/2014)

(1) Procedures
(a) Normally, the deadline for allocation requests will be February 20. The CAP requests that an initial letter of intention to submit be provided by January 1. This initial letter 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)
(b) Normally, later vacancies must wait for the next year’s allocation process. Pending the results of that process, vacancies can be filled with a one-year replacement or be held open.
(c) CAP will interview department or program representatives regarding allocation requests.
(d) All vacancies, except for denials of tenure, must go through the allocations process.

(2) Evaluation Criteria ranked in order of importance
(a) Curricular Merit (CAP’s priority is curriculum)
   (i) Department or program goals and rationale for how the requested position helps strengthen the program and attain goals.
   (ii) Careful examination of the nature and structure of the concentration, including comparisons to concentrations at other institutions and curricular trends in the field.
   (iii) Contribution to college-wide curriculum.
   (iv) Curricular coordination with other departments with similar curricular needs and interests
   (v) Assessment of student outcomes
(b) Personnel
   (i) Demonstrated long term personnel planning by department (retirements, possible shifts among current faculty)
   (ii) Retention and mentorship history for junior faculty
   (iii) Commitment to diversity
(c) Supporting Data for Context (available from Planning Notebook on Office of Institutional Research website)
   (i) Department or program Enrollment/FTE
   (ii) Department or program Majors/FTE
(d) The above should make reference to the most recent departmental review when appropriate. In addition to balancing the College’s needs, CAP expects a rigorous assessment of the department/program through the periodic review process when considering allocation requests.
Notes:
- CAP will create and maintain standard allocation files for each department/program.
- Recommendations should respond to institutional priorities including total number of faculty, curricular initiatives, and commitment to diversity.
- CAP may recommend using one-year replacements or holding a position open when department/program planning is uncertain or inadequate.
- Positions being vacated through retirement may be considered in the allocation process as soon as a retirement agreement has been reached.
- CAP needs to be informed before the College applies for outside-funded positions.
- CAP will publish its allocation guidelines and recommendations to the Dean on its website (normally in late May or early June).
- In situations where non-curricular personnel issues arise such that the Dean may not follow the CAP allocation recommendation, the Dean will consult with COA regarding these concerns. The COA will make a recommendation to the Dean about possible actions that would address these non-curricular concerns while still meeting the curricular need identified by CAP.