

# Faculty Position Authorization Request Form

---

## CRITERIA FOR AUTHORIZATION OF FACULTY POSITIONS

---

When evaluating a request to hire into a faculty line, APSC and the Provost/Dean will take the following information into consideration(not in order of priority):

### *Integrity of the Curriculum*

Is the position essential to our conception of the liberal arts & Sciences?

### *Curricular impact*

What impact would addition or non-renewal have on the major?

What impact would addition or non-renewal have on other elements of the curriculum? E.g. other majors, certificates, general education requirements, study abroad programs.

### *Strategic Role*

How does the position contribute to curricular goals as articulated in our strategic plans and strategic framework? In particular, global education, sustainability, interdisciplinarity, active learning, and diversity/inclusion?

### *Enrollment*

How does the position contribute to meeting student demand? What are past and current enrollment trends?

What potential does the position have for enhancing our ability to recruit students? Prospective students in general or any specific prospective audiences?

Please indicate your answers through [the online request form](#). **Questions contained in the form can be seen below under Position Information and Data - Comments & Reflection.** All materials for the request will be submitted via the online request form. Completing the form will submit your request to APSC, the Provost/Dean; you will receive an automated email with a copy of the information.

---

## POSITION INFORMATION

---

Is this a reauthorization of an existing faculty line in your department or a newly articulated position? Why is this position open (for instance: has there been a retirement or resignation)?

*50 words, roughly 250-300 characters*

If this is a position reauthorization, what changes – if any – have you made to the position since it was previously held?

*50 words, roughly 250-300 characters*

Have there been significant changes in the discipline, or in the curriculum you offer? Has there been growth in the number of majors, or Dickinson students served? How are you engaging in strategic innovation?

*100 words, roughly 500-600 characters*

What courses do you envision the faculty member in this position will teach? How would those courses contribute to the major? How would those courses contribute to the liberal arts and sciences, and the

curricular commitments of a Dickinson education? How many students, per semester, do you anticipate that these classes will enroll?

*750 words, roughly 3750-4500 characters*

How could hiring in this position help to position the department to thrive in support of the College's Mission and/or Strategic Plan? For instance, are there aspects of departmental life related to admissions or community engagement? What contributions to equity and diversity might this position make? How might this position contribute to commitments like sustainability, global education, and civic engagement?

*750 words, roughly 3750-4500 characters*

What other departments and programs could benefit from this position? With whom have you collaborated, in thinking about this position? (Brief comments/statements of support from departments and programs can be submitted).

*50 words, roughly 250-300 characters*

---

## **DATA – COMMENTS & REFLECTION**

---

APSC provides the following reports for your reference (you will find each report in [this folder](#)):

- Graduating Majors Report (past 10 years)
- Departmental Majors Report (currently enrolled students)
- Enrollment Data (Fall 2018-Fall 2023), including the percentage filled for each class in Column S

The Committee welcomes and encourages your comments and reflection on the data.

Are there contributions to the student experience not counted as credit hours or counted differently than what is reflected in these reports?

*500 words, roughly 2500-3000 characters*

How might other programs be affected if the position is not renewed in its current proposed form? Letters from other departments detailing the impact on their program (not their opinion about the position) are welcome.

*100 words, roughly 500-600 characters*

What is the department's plan to cover these courses and meet these needs, in the event you are not authorized to hire for '26/27? What is the department's plan to deliver your curriculum if this position is not authorized in the coming 3 – 5 years?

*200 words, roughly 1000-1200 characters*

---

## DRAFT OF JOB AD

---

### Please keep the following in mind as you prepare the ad:

- In the description of the position and its responsibilities, please use the term “five-course load” rather than 3-2 or 2-3 unless you’re certain of a particular configuration.
- If hiring for a visiting position, please don’t commit the College to more than one year, even if you expect the person to stay for two years (replacing someone directing a program overseas, for example). Use phrasing like “one year with the possibility of renewal.”

### Information that must be included in all ads -- copy and paste the language in quotes below into your document:

- At some point in the teaching section, include the following sentence: “The ability to create inclusive learning environments for an increasingly diverse student body will be an important characteristic of the successful candidate.”
- “Dickinson College is a highly selective four-year, independent liberal arts college with 2300 students. It is located 20 minutes west of Harrisburg and is a two-hour drive from Baltimore, Washington DC and Philadelphia.”
- “Interested candidates should apply for this position electronically via <https://jobs.dickinson.edu>. Review of applications will begin [insert date here]. Candidates should submit via QUEST (online application system) at <https://jobs.dickinson.edu>; please include a letter of application, a curriculum vitae, a graduate transcript, three letters of recommendation, a teaching statement, sample syllabi and teaching evaluations or other evidence of teaching effectiveness. *[Each department can decide on the materials it wishes to review.]* Review of applications will begin immediately and will continue until *[department may choose either... until the position is filled OR set a deadline for applications.]*”

### When advertising beyond Quest, you must include the College’s EEO statement -- copy and paste the language below:

- The College is committed to building a representative and diverse faculty, administrative staff, and student body. We encourage applications from all qualified persons.

---

## OPTIONAL LETTERS OF PROGRAMMATIC IMPACT/SUPPORT

---

You are welcome to submit brief comments or one-page statements on behalf of up to three departments/colleagues. For each letter, you will be asked to list the colleague’s name, their department, and paste their comments directly into the form.

---

## ACCESSING THE ONLINE FORM

---

All materials must be submitted through the online form:  
[https://dickinson.co1.qualtrics.com/jfe/form/SV\\_eLkwXGqHKC8YGs6](https://dickinson.co1.qualtrics.com/jfe/form/SV_eLkwXGqHKC8YGs6)

Please contact APSC with any questions – [apsc@dickinson.edu](mailto:apsc@dickinson.edu)