

DATE: March 11, 2014

TO: Arts & Sciences Chairs and Directors
FROM: Virginia Sapiro, Dean

RE: Preliminary Priorities for Hiring, 2014/2015
DUE DATE: April 23, 2014 to azadams@bu.edu

Although we are not finished with this current year's faculty recruitment, it is time to begin planning for the 2014/2015 recruitment season. We will use the same process for generating CAS priorities that we have been using for the past few years. The aim of this process is to be sure that we work together across the whole College to keep strengthening our faculty by (1) clearly identifying our needs in terms of growing excellence in undergraduate education, graduate education, and research and (2) hiring in line with those priorities, all as framed within the CAS Strategic Plan.

Please feel free to work with appropriate Associate Deans or me as you develop your preliminary priorities. This memo should be shared with the faculty in your department so they understand <http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-issues/faculty-recruitment-and-appointments/>.

Faculty Recruitment Priority Development Process and Schedule

We will not know how many or exactly which searches we can do until we know what our FY16 budget looks like – with the first indications likely in late summer 2014. Because it takes time to develop priorities properly, we must begin the work now, long before we know the budget parameters. Here are the deadlines in the schedule:

- Starting now: Engage in department- and program-wide discussion *and* consultation with relevant other departments and programs and the Dean's Office to develop a preliminary set of search priorities. Discussions should be held both in tenure-granting departments and in interdisciplinary programs with a stake in faculty recruitment. Discussions also should take place within the Pardee School for Global Studies, as specified by the incoming Dean when that person is appointed.
- Wednesday, April 23, 2014: Deadline for departments that hope to do faculty recruitment during 2014/15 to submit preliminary search priorities according to the format defined below to the CAS Office of Faculty Actions at azadams@bu.edu.
- Wednesday, April 23, 2014: Deadline for interdisciplinary programs that offer degrees, majors, or minors but do not generate faculty lines to submit preliminary search priorities according to the format defined below to the CAS Office of Faculty Actions azadams@bu.edu.

- Wednesday, April 30, 2014: Dean's Office circulates merged list of departmental and program search priorities to all departments and programs for further discussion within and across departments.
- Wednesday, May 14, 2014: Discussion of CAS search priorities at the CCD meeting. *Note: before this time there may also be a discussion of hiring priorities led by the Dean of the Pardee School.*
- May 2014: Further consideration of search priorities at department and program level.
- Wednesday, May 28, 2014: Final faculty recruitment proposals for searches due to the Office of Faculty Actions.
- June 2014: The Dean develops the CAS search priority list that will shape the authorizations after the budget is agreed with the Provost.

Basis for Generating Faculty Recruitment Priorities

Departmental faculty recruitment priorities should result from discussions and agreement among the faculty of the department in the context of phased work toward longer-range goals defined by the Strategic Plan. Proposals should be shaped by a 3-5 year planning framework that considers department, college, and university needs and the likely opportunities for hiring that might be generated by retirements or other losses. Faculty recruitment proposals *should explicitly take account of:*

- Strategic plans at the department/program level modified by academic program reviews where relevant and strategic plans at the CAS and university levels: A department's strategic plan offers a specific and realistic set of goals that include plans for faculty replacement and modest growth, and refers to targeted areas of strength or coverage for curricular purposes.
- Annual Academic Planning Self-Study: Every department completes an annual updated Academic Planning Self-Study. The instructional needs and obligations identified in this annual exercise must be part of the core of any argument for hiring priorities.

Faculty recruitment proposals will be assessed on a comparative basis for how strong a case they make about the impact a particular hire will have on the research and teaching profile of the department and on other departments and programs, the College, and the university. Statements about impact must be strengthened with convincing data and information such as courses the new hire will teach, likely enrollments, and support from other departments and programs.

Departments should consider proposing searches in coordination with other departments as clustered searches in related fields. Departments should also consider proposing searches in an interdisciplinary field in which the home department could be any of multiple departments. These possibilities may be framed, for example, in terms of research and teaching needs defined by a geographic area of study, a time period, or an interdisciplinary research and teaching area that stretches across departments. Consider coordinating across schools and colleges.

The College of Arts and Sciences has successfully expanded the size of its faculty since 2007, when President Brown committed Boston University to expanding the size of the CAS faculty. We do not know how much, if any, further net growth of CAS will be authorized this year or in coming years. Every proposal for hiring must be aimed at the highest priority to support excellent education and research.

Definition and Use of “Replacement Lines”

Recruitment requests must indicate whether the department will have generated any “replacement lines” for the coming academic year. The following is a reminder of the definition and role of replacement lines in recruitment proposals.

“Replacement line” is a summary phrase for a continuing salary allocation that is no longer committed to a particular person whose position was covered by that line.

- Replacement lines technically revert to the Provost. Departments do not “own” lines. The College must seek permission to search on any replacement line. The continuing funding that is represented by a replacement line does not cover the resource needs for a new hire; at a minimum, faculty recruitment requires new one-time funds from the central administration for start-up packages and renovation.
- Replacement lines are resources that must be used for faculty recruitment needs in the College in priority order. A replacement line is not necessarily used to hire a new faculty member in the same field or even the same department as the faculty member who formerly occupied the line.
- A replacement line is not generated by a faculty departure until the year that the salary money is no longer being used for the former incumbent. If a faculty member is on leave as part of a retirement package and will not be returning to service, that faculty member is still being paid and therefore the line is still occupied even if that person is giving no service to the department or university.

If you are not sure whether your department has generated any replacement lines that might be used for faculty recruitment during 2014/15, contact the Office of Faculty Actions.

Instructions for Preliminary Search Proposals

Please note that at the preliminary proposal stage departments should not submit all of the formal documents that will be required for final proposals. Departments that submit multiple proposals must clearly indicate the priority ordering of the submitted proposals.

Preliminary search proposals consist of:

1. Title: A brief descriptive phrase to identify the primary field(s) of the position (e.g., microbial biology, Latin American art, philosophy of language, macroeconomics)

2. Description and Justification: A concise but more complete and specific description of the teaching and research needs to be filled by this position. Include reference to the teaching or research needs of other departments or programs of the college or of other schools and colleges this position will serve. (Note that the final proposal submissions will have to document claims about the broader usefulness of the position through endorsement by other chairs/directors) (100 words maximum);
3. Indicate whether this is a replacement or expansion position (if replacement, indicate for whom);
4. If you are submitting multiple proposals, list the rank order of your proposals on each. (e.g. 1. Early History, 2. Future History, 3. Recent History, 4. Forgotten History)
5. Identify the approximate time period for advertising of searches and conference recruitment in your discipline (e.g. “late summer/early fall;” “early spring;” “December-February.”)
6. If you are proposing a search as part of a cluster of searches coordinated with other departments, explain and be sure those departments submit documents that reflect these clusters.

Except in extraordinary cases, which must be carefully justified, all faculty hiring will be authorized as an “entry position” at the tenure-track assistant professor level. Any request for more advanced rank requires careful justification based on the specific need for research leadership in the identified field.

Instructions for Interdisciplinary Programs and Centers without Tenure-Track Lines

Programs and centers with teaching obligations that do not have the authority to hire tenure-track faculty are invited to submit *a brief but specific advisory statement* of needs that might be filled through the faculty searches that will take place in 2014/15. Your recommendations should be based on specific curricular and teaching needs or, in the case of research centers, research needs. You should initiate discussions with appropriate departments as soon as possible to determine whether a department might make that need one of its priorities.

cc: Department/Program Chairs and Directors
Department/Program Administrators
CAS Associate Deans
Richard Wright, Assistant Dean/Faculty Actions
Alexandra Adams, Director/Faculty Actions
Nancy Geourntas, Executive Assistant to the Dean
Jeremy Schwab, Director/CAS Communications