

Long-Range Program and Curricular Planning

1. In consultation with the Provost and the Planning Committee, supplemented by the chair of the Curriculum Committee, academic departments should develop a long-range department plan stated in terms of the objectives and requirements of the major. Programming department's contributions to the intellectual life of the College; its contribution to the general education program, other College academic programs, and the College's affirmative action goals.
2. Each academic department or program should undertake a review every five or six years. The review should include a self-study covering the period since the last review or, in lieu of a previous review, the last five to seven years; the selection of an outside review team through a consultative process involving the Provost and the department or program, a campus visit of one to two days by the review team; a written report from the review team; and the development of a plan for the department and its programs for the next five to seven years, in consultation with the provost and the Planning Committee.
3. At the time of the review, the Provost, after receiving the recommendation of the Planning Committee, will provide each department or program with as precise an understanding as is feasible of the programmatic expectations for the department as well as the faculty and staff resources, that, barring unexpected new needs or unexpected major enrollment shifts, it can expect until the time of the next review.
4. Assuming the above understanding about expectations regarding numbers of positions until the next review, when a position becomes vacant, the department or program should state in writing for the provost its intention concerning the future use of the position. In defining the position, and especially in considering the subfields to list, the department or program should consider the broader personnel and curricular needs of the College as articulated by the Planning Committee, the Curriculum Committee, and the provost, as well as department or program needs. Consideration should also be given to whether the department or program is ready to define a position as continuing, as opposed to term or visiting.
5. When placing before the provost its intention for the use of the position, the department or program should explain its position with the following information:
 - a. impact on program and its majors;
 - b. any alternative uses considered for positions;
 - c. relevant enrollment data;
 - d. the relevance of the position argued for and, in the case of arguments for a new use of the position, the position lost, to other departments or programs and to the general education program;
 - e. and any special considerations such as start-up costs.
6. The Planning Committee, augmented by the chair of the Curriculum Committee, will review the overall academic program periodically with a view to considering the need for new programs and faculty resources.