

To: Faculty
From: CAPP and the Dean of the Faculty
Date: February 20, 2024

Re: Expectations for future Humanities-connected FTE allocations

This memo seeks to clarify expectations for future Humanities-connected allocations now that the College has moved to a “stream model” for FTE allocations. These expectations are intended to reflect the principles implicit in historical practices. Prior to 2022, Departments had a “Standard FTE” that included a “Standard Humanities FTE.” The shift to a stream model removed these “Standard” designations overall, to highlight the fact that upon a retirement or voluntary separation FTE returns to the College’s common stream. With this change, we must update individual departments regarding their commitments to staffing in the Humanities and clarify the process by which commitments might be increased or decreased. For reference, current departmental commitments are summarized [here](#) by the Dean’s Office.

Basic Commitment to Staffing Humanities 110

The College is committed to staffing Hum 110 FTE with faculty from a range of disciplines in the humanities and, whenever possible, in tenure-track/tenured lines. Further, Hum 110 must be staffed to meet first-year student enrollment, which normally translates to about 23 - 24 sections each year. Because the Dean’s Office, working with CAPP, must ensure that these sections are staffed, each Department’s contribution is essential as part of a whole. In this sense, Hum 110 allocations are not fungible.

Because Hum 110 must be staffed to meet first-year student enrollment and Hum 200s allocations are more flexible, CAPP will consider these allocations separately. Given that Humanities allocations in the past did not always distinguish between Hum 110 and 2xx, the precise type of line – 110 or 2xx – currently held by a department may be a point of disagreement. CAPP and the Dean’s Office will need to resolve these disagreements with departments as they arise, on a case-by-case basis.

Hum 110 Contribution Plan

CAPP asks that all departments participating in Hum 110 reflect on their current staffing practices in terms of who teaches in Hum 110 and clarify the principles by which staffing decisions are made. Individuals rotating in and out of the course can enrich both departmental offerings and Hum 110. Clarifying contribution plans can increase transparency and fairness, particularly for incoming junior faculty who

would otherwise need to negotiate with senior departmental colleagues. When requesting Humanities-connected FTE, a department should address the question of contribution plans and provide a rationale for its practices.

CAPP may affirm or recommend alterations to the contribution plan at the point of allocating FTE. The Dean of the Faculty will keep records of these arrangements and any changes negotiated in the hiring process. When disagreements arise, the Dean of the Faculty, department, and CAPP can resolve them, in part, through consultation of the written record.

The Department's Role in Hum 110 Staffing and Allocation Requests

Departments are responsible for filling Hum 110 allocations in accordance with their Hum 110 contribution plan. This is in line with historical practice (see the Dean's Office review of historical records partially summarized [here](#)).

1. Sabbaticals. The College does not automatically replace sabbaticals. At the time of a sabbatical request for someone teaching in the Humanities, the department will need to follow their contribution plan. In principle, the Hum 110 FTE may be staffed through a sabbatical replacement (visiting line) in the department of origin or another department. As a matter of regular practice, the Humanities 110 program chair should be consulted for a broad perspective on the staffing of the program.

In the case where a sabbatical is not replaced in a department (so thereby the department would be down FTE for that year), the departmental responsibility to Hum 110 will be handled on a case-by-case basis. The department's contribution may remain the same or may be adjusted, depending on the current departmental, Humanities, and College curricular needs.

2. Retirements and Voluntary Separations. When a department loses a faculty member to a voluntary separation, the departmental responsibility to Hum 110 will be determined on a case-by-case basis. The department's contribution may remain the same or may be adjusted, depending on the current departmental, Humanities, and College curricular needs.
3. Request for FTE Allocation. CAPP seeks to clarify that CAPP allocates both departmental FTE and Humanities FTE to departments. When a department is allocated a line that includes Hum 110 FTE, the department – not the individual hired into the position nor the position per se – bears responsibility for filling the obligation in accordance with its contribution plan. Job ads should make it clear when a position in the department might include

teaching in a Humanities course. CAPP FTE allocations, job ads, and relevant communication between the Dean of Faculty and the department will be kept in the Dean's Office staffing records to provide clarity for future Hum 110 allocations and their relationship to the Department.

3a. Increases in departmental commitments to Hum 110:

A department seeking to increase or introduce Hum 110 FTE in the department must either submit a request to exchange Departmental FTE for Hum 110 FTE or submit a request for an additional position including Hum 110 FTE. (Depending on demand for the Hum 2xx, departments that hold FTE historically used in the Hum 2xx sequence may also request increased participation in Hum 110 in lieu of participation in Hum 2xx.) The most common approach would be a request for 1.0 FTE made up of .6 Humanities FTE and .4 Departmental FTE, but other arrangements are possible (for example, sharing one position in Hum 110 across two departments). Requests for short-term allocations are submitted during the visiting call. Requests for long-term allocations are submitted during the tenure-track call.

3b. Reductions in departmental commitments to Hum 110:

A department seeking to decrease Hum 110 FTE in the department could opt to reduce overall FTE in the department (temporarily for sabbaticals or permanently) in order to reduce that Humanities commitment. The Dean's Office and CAPP can guide interested departments in preparing such a request. The department could also submit a request to exchange Hum 110 FTE for Departmental FTE; this would be considered a request for additional FTE from the stream. Requests for short-term exchanges are submitted during the visiting call. Requests for long-term exchanges are submitted during the tenure-track call.