Departments and programs requesting authorization for a full-time faculty search during the 2017-2018 academic year should submit a petition to the Office of the Provost for review by the Faculty Budget and Planning Committee (FBPC).

A full-time faculty search includes a Tenure-Line, Professor of Professional Practice, or Lecturer/Associate appointment, as well as a multiple year Term appointment.

Departments and programs intending to submit petitions should notify the Provost no later than Monday, December 5, 2016. The Office of the Provost will provide departments and programs with enrollments, numbers of majors and minors, and course-specific enrollment by the end of December for use in completing their petitions. The Office of the Provost will also provide the data to the FBPC.

All search petitions are due to the Office of the Provost no later than Monday, January 30, 2017. Please submit materials by email to Annie Burrows (aburrows@barnard.edu).

Search petitions consists of three items:

1. A completed Request for a Full-Time Faculty Search Form.

2. A narrative directly addressing each of the following three questions: (please limit to two pages)
   
   a. If the request is for a new full-time faculty line, please articulate the importance of the new position to the departmental curriculum. If the request is to replace an existing full-time position, please provide evidence of continuing importance of the specific field and line for the departmental curriculum. In all cases, please explain how this line strengthens the curriculum or research profile of the department and the College.

   b. How well is this field or area of expertise currently covered in your department and/or the Columbia counterpart department? How could this appointment strengthen teaching and research at the University level?

   c. How will this line add to the curricular or faculty diversity of the department and the College?