

## **Principles and Guidelines for New Full-Time Faculty Position Requests**

The following suggested “principles” and “guidelines” provide a framework for consideration in the development of new *continuing* or *visiting* full time faculty position requests. All requests must be submitted by the Department Head to the School Dean and then to the Vice President for Academic Affairs.

### Principles

1. Every search request will be examined against a statement of vision and goals for the department, school, and college, and evaluated as to the likelihood of this position to increase faculty and/or curricular diversity.
2. Searches will be authorized at the rank of Assistant Professor, entry level. Any requests to fill a position in any other manner will require a detailed rationale describing the compelling reasons for the request.
3. Consideration of search requests will take into account a variety of factors including enrollment patterns and teaching needs, programmatic impact within the department, the relationship of the position to other departments and programs in the college, and likelihood of this search adding to faculty and curriculum diversity.
4. Positions that were authorized in the previous year and were not filled will be considered without regard to the guidelines that follow.

### Guidelines

Position requests should present a comprehensive analysis that takes into account both the qualitative dimensions of the academic program and the quantitative dimensions related to enrollment trends and curricular offerings. Requests should also address strategies for augmenting faculty and curriculum diversity. Each request for a new or replacement position should address the following items.

1. What is the vision in the department for its program and faculty for the coming years? How might the program of the department be developed to include greater diversity within the curriculum and to attract diverse faculty applicants to the department and college? What short term and long term goals does the department have for its own development?
2. How does the position relate to other positions in the department and to the department's curriculum and research agenda? What contribution does the department anticipate the new faculty member will make in teaching and research?

3. Are there any anticipated changes, such as retirements or Part-Schedule Teaching, projected in the department over the next three to five years?
4. What are the recent (past three years), current, and projected enrollments, teaching, and advising needs?
5. What is your assessment of the quality of teaching, curriculum, and research in your department? How will this new person enhance each of those areas? How will this person enhance service and professional activity?
6. What explicit plan does the department have for providing professional development and mentoring in both teaching and research for the new faculty member?
7. What are the existing and potential linkages of this position with other faculty and programs in the college? What would be the impact of not filling this position on other departments and programs in the college? It would be useful and informative here to include statements from other department heads whose programs will be affected by the new faculty hire.
8. What special costs and needs will be associated with filling this position? Will filling this position entail additional space, library, equipment, or computing needs?
9. How might the following alternatives be used in lieu of filling this position?
  - a. Using part-time faculty for critical teaching areas?
  - b. Appointing a *visiting* faculty member (if request is for a *continuing* position) for a term contract?
  - c. Leaving the position vacant?
10. What process was used in the department to develop the position request? What consultation occurred outside of the department?
11. How will filling this position have an impact on day/evening sections? On non-major and upper/lower level course coverage?

If you have any questions pertaining to this suggested outline, please contact the Vice President for Academic Affairs.