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| https://www.athens.edu/identity-toolkit/Logo-Pack/Logo-Horizontal/MASTERLOGO_BORDER_H_3.jpg | **REQUEST TO FILL A FACULTY POSITION** |

This form is to be used to request approval to fill a faculty position. Position details should be attached (i.e., Job Summary, Essential Functions, Qualifications – Required, Preferred).

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| **OVERVIEW** |
| Academic Year |       |
| Contact Name |       |
| Contact Email |       | Contact Phone |       |

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| **JUSTIFICATION** |
| Current or Proposed Position Title New [ ]  Replacement [ ]  Position Number  |            |
| Proposed Start Date |       |
| Purpose of Submission |       |
| Department |       |
| Program |       |
| Faculty Being Replaced |       |
| Anticipated Level of Appointment - Please provide Rank /Salary.Rank:     Open Rank (Upon Request)     Salary Range:       Position Reports to:       |

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| **APPROPRIATENESS TO MISSION** |
| **Alignment with University Strategic Direction\*\*** Please describe how the addition of faculty supports the strategic directions of the University. (Max 250 words)       |
| **Alignment with College Plan -** Please describe how the addition of faculty supports the strategic directions of the college. (Max 250 words) ***Attach College Plan***  |
| **Alignment with Department Plan -**  Please describe how the addition of faculty supports the strategic directions of the department. (Max 250 words) ***Attach Department Plan***       |

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| **DEMAND** |
| Please provide indicators of market demand for program completers. (Max 750 words) |
|       |
| **RESOURCE PLANNING** |
| Please provide a brief projection of resources necessary to support the request for faculty and the sources(s) of funding. (i.e. Space, equipment) (Max 250 words) |
|       |

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| **PAST 5-YEAR ENROLLMENT TRENDS BY MAJORS WITHIN DEPARTMENT** |
| Please provide fall enrollment figures by degree type for the past 5 years. For data, go to the “Institutional Research & Assessment” webpage under the “About Us” tab and click on the red “Request Data” button at the bottom. <https://www.athens.edu/iras/> Enter data below and attach document received from IRAS. |
|

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| --- | --- | --- | --- | --- | --- |
|  | FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
| Bachelors |       |       |       |       |       |
| Masters |       |       |       |       |       |
|  |  |  |  |  |  |
| Total |       |       |       |       |       |

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| **FUTURE 5-YEAR ENROLLMENT TRENDS BY MAJORS WITHIN DEPARTMENT** |
| Please provide projected enrollment trends by degree type for the next future 5 years. For data, go to the “Institutional Research & Assessment” webpage under the “About Us” tab and click on the red “Request Data” button at the bottom. <https://www.athens.edu/iras/> Enter data below and attach document received from IRAS. Provide rationale for future predictions. |
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| FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
|       |       |       |       |       |

  Rationale:       |

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| **PAST 5-YEAR OF STUDENT CREDIT HOURS PER FTE TEACHING FACULTY GIVEN PROSPECTIVE ENROLLMENTS AND A NEW HIRE** |
| Please provide the past 5-years student credit hours generated per FTE teaching faculty for department, college and university. Also provide rationale for the likely future trend in student credit hours generated per FTE teaching faculty for department given prospective enrollment and a new hire. For data, go to the “Institutional Research & Assessment” webpage under the “About Us” tab and click on the red “Request Data” button at the bottom. <https://www.athens.edu/iras/> Enter data below and attach document received from IRAS. Provide rationale for future predictions. |
|  | **Past 5 Years** |
| **Department**\*Also provide likely future trend of student credit hours per FTE teaching faculty given prospective enrollments and a new hire. |

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| FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
|       |       |       |       |       |

**Future 5 Years**

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| FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
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Rationale:      **Past 5 Years** |
| **College** |

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| --- | --- | --- | --- | --- |
| FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
|       |       |       |       |       |

**Future 5 Years**

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| FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
|       |       |       |       |       |

**Past 5 Years** |
| **University** |

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| FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
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**Future 5 Years**

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| FALLYear      | FALLYear      | FALLYear      | FALLYear      | FALLYear      |
|       |       |       |       |       |

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| Suggested Search Committee Members:       |

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| **Additional Comments:**       |

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| **Authorization signatures** |  |
| Dean: | Date: |
| Provost/Vice President for Academic Affairs: | Date: |
| Please forward to HR Employment Specialist for review and submission to Budget/VP Finance. |
| Budget /VP Finance Approval:  | Date: |
| (After budget approval, please forward to HR Employment Specialist for submission to Cabinet)  |

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| **Cabinet:**President’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved:[ ]  | Not Approved: [ ]  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**For Office Use Only**

Received in HR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarded to Budget:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabinet Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VACA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_