

Request for a New Tenure Track Faculty Position

The Position Allocation Committee (PAC) does not recognize a category of “replacement” faculty lines. When a faculty line is vacated, the position reverts to the Provost, who allocates it in consultation with the PAC. The exception is in the case of a negative reappointment or tenure decision, in which case the line normally stays in the department for a renewed recruitment effort.

These guidelines are designed to aid department chairs and program directors in formulating requests for a new faculty line. The PAC will consider requests in combination with various data compiled on department teaching activities. After reviewing all relevant materials, the department chair or program director will be invited to visit with the PAC to discuss the allocation request. Chairs and program directors are welcome to bring faculty members who have been involved in formulating the position request. Endorsements or indications of support from other departments and programs may also be appropriate.

In preparing a position allocation request, chairs and program directors are encouraged to address the following inquiries or areas, or to append supporting documents that respond to the following:

1. Planning: what process was followed, or what planning documents are in effect, to support the position request? The PAC urges departments and programs to engage in planning exercises that guide position descriptions. A summary of department discussions may suffice here.
2. Curriculum delivery: how will this position assist in delivering the major and/or minor? What conversations have taken place in the department or program concerning curriculum delivery, course credit hour distribution, and faculty workload (e.g., numbers of preparations, independent studies, etc.)
3. How will the course catalog change as a result of this hire? What new areas of teaching and research are anticipated? What former areas of teaching and research are being dropped or reduced?
4. How will the recruited faculty member serve university programs and the Liberal Arts Core; participate in interdisciplinary teaching; be encouraged as a campus citizen?
5. Please describe the department or program’s assessment processes. Assessment activities are an important indicator of department efficiency and productivity, and will contribute to PAC’s decision regarding faculty allocations.
6. What new undergraduate research opportunities will come as a result of this appointment?
7. Please include the department or program’s diversity hiring plan.
8. Will the search be limited to assistant professor? If not, provide rationale for senior hire.

The preceding information is intended to supplement a brief description of the position and required qualifications. Data may be included to support stated curricular needs (programmatic changes, evidence of student disciplinary need, projected elimination of adjuncts, projected reduction in class sizes, projected impact on other departments and programs including the Liberal Arts Core). Please also include a description of any anticipated additional resources required beyond standard office and computer arrangements.

All search requests should be submitted to the Provost by February 1.