FACULTY POSITION REQUEST **(Rev 11/07)**

Date:_____

College:		Department:	
Title of Position:			

Is this a request to fill an existing or anticipated *vacant position in the budget*?	**Yes** _____ **Pin #**_____		**No** _____
If yes, give name/rank of faculty member who was in the position and date it became vacant: Name: Rank: Date of vacancy:			
Is this vacancy due to a retirement?			
If no, what is the reason for the vacancy?			
Rank needed for replacement: Explain:		Tenure Track? Yes ___ No ___	
By what date does the position need to be filled?			
9-month salary needed for the position:		Budgeted Amount:	
Is this a request for a *new* faculty (FTE) position?	**Yes** _____		**No** _____
If yes, is it the result of the approval of a new degree program? Yes _____ No _____ Explain:			
Is it the result of growth in the number of majors in the program? Yes _____ No _____ Explain:			
Other reasons for requesting a new faculty FTE:			
Rank needed for the position: Explain:		Tenure Track? ____ Yes ____ No	
By what date does the position need to be filled?			
What (9-month) salary amount will be needed for the position?			
For either a replacement faculty member or a new faculty position, what will be the work load of the faculty member? _____ % teaching (normally 12 hours = 1.0 FTE or 100%) _____ % research (indicate funding source: _____)			
What will be the initial source(s) of funding for the position? _____ % Department E&G _____ % Grant funding (grant and account # _____) _____ % Other (source and account #_____)			

Name of degree program(s) the position will support:		

Number of students majoring in and graduating from each degree program for each of the last 5 academic years:

	Degree Program(s)	**No. Majors**	**No. Graduates**
Year 5			
Year 4			
Year 3			
Year 2			
Year 1			

If this faculty position will provide a "service" function, identify the service course(s) by course prefix, number and title:

Total number of SCHs generated by service courses in this major over the last 5 years:

	Degree Program(s)	**SCHs Generated by Service Courses**
Year 5		
Year 4		
Year 3		
Year 2		
Year 1		

Over the last two years (4 long semesters), how many sections in this major have been low-enrolled or "killed" because of low-enrollment?
Sections offered low-enrolled: # Sections killed because of low enrollment:

How much reassigned time (total in FTEs) in the department (other than department chair) is NOT supported from external sources? (i.e. Reassigned time is paid from Department E&G funds, indirect cost funds, or other university sources.)
          Total FTEs in "unfunded" reassigned time (except for department chair)

Reasons for awarding "unfunded" reassigned time (excluding department chairs):

Given the total amount of unfunded reassigned time in the department, how is the department meeting (or planning to meet) student needs/demands for classes?

Further justification for this position request: (*Use the space below to provide a brief explanation and supporting information. Link the request to the mission of the university, college and department. If accreditation is given as a justification, cite the requirement from the accreditation standards. Document need for the position by using supporting data, such as enrollment figures, class sizes, etc. and outcomes on performance measures.*)

Submitted by: _____   _____

                                    Department Chair   Date

Submitted by: _____   _____

                                         Dean   Date

Action:	
	Request to fill a budgeted vacant position is granted. Specific conditions:
	Request for a new FTE is granted. Specific conditions:
	Request to fill this position is not granted at this time. Reason:
If the FTE is currently a budgeted position, the FTE will be:	
	Transferred to _____ (department/program/college) Effective date _____ (NOTE: If transferred to another college, 10% of the budgeted salary for the position will go to the dean's operating account.)
	Deleted from the budget. (NOTE: If deleted from the budget, 10% of the budgeted salary for the position will go to the dean's operating account.)
	Held for review at a later point in time.

Provost's Signature: _____   _____

                                                                 Date