FACULTY POSITION REQUEST (Rev 10/04)

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**
1999-00			
2000-01			
2001-02			
2002-03			
2003-04			

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**
1999-00		
2000-01		
2001-02		
2002-03		
2003-04		

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