

College of Arts and Sciences

Faculty Position Request Form

Due Date: November 22, 2017

The purpose of this form is to provide justification for filling a vacant or new faculty position.

Position Title: _____

Department: _____

Submitted by: _____ **Date Submitted:** _____

Position job description: (Please attach)

Vacant Position:

_____ This is a request to fill a vacant position

Who is the faculty leaving or retiring: _____

What is their position number: _____

What is the estimated salary of new hire, and how does it compare to the salary of the faculty being replaced? _____

New Position:

_____ This is a request for a new faculty position (addition) in the department

_____ Tenure Track

_____ Non-Tenure Track

What is the rationale for creating the new position? Please be specific and provide data in the support of this request.

How would you seek to use this position in the development of the program and/or department?

How would the new position align with campus priorities (e.g., the Strategic Plan, etc.)?