

Request to Fill Faculty Vacancy Form - Rationale, Timeline, and Instructions

This Request to Fill Faculty Vacancy Form requires the use of programmatic data and other critical information in justifying a request to fill a vacant faculty position. Programmatic data are to be collected from OIRA a minimum of every six months in January and August. Incorporating feedback from AULT, the requesting dean will complete the Faculty Vacancy Form, which populates an excel spreadsheet, no later than one week prior to the February and September Collegewide Deans meetings.

All requested data must be supplied for the request to be considered.

Requesting Dean: _____

Date of Request (Month/ Day/ Year as XX/XX/XXXX): _____

Position to be filled: _____

PART A: Position Justification

Short Description of the position (Include courses the hire would be expected to teach)

Special Considerations: (Include additional pertinent facts about the position, for example program alignment, new program requirement, position relevance beyond requirement in an existing program, importance in grant proposals, general importance to programs, completion/transfer requirement, etc.)

Courses required by other programs outside the requesting program (Include each course title and program that position supports.)

PART B: Program Data

Program Enrollment - Current Semester: _____

Program Enrollment - Previous Semester: _____

Program Enrollment - Three Semesters Ago: _____

Percent Change in Program Enrollment (Compare the most current academic year enrollment to the previous academic year enrollment.)

Number of Graduates (Include data from the previous three years)

Percent Change in Graduates over the Previous Three Years (Include data from the previous three years)

Number of Transfers (Include data from the previous three years)

Percent Change in Transfers (Include data from the previous three years)

FT/PT Ratio for Each Required Program Courses

FT/PT Ratio for All Courses in the Program

What are the existing DFW reduction strategies...have they been implemented? What will be the role of the new faculty in implementing these strategies?

What are the existing program success strategies?

Part C: Discipline Data

Discipline Enrollment: Current Semester: _____

Discipline Enrollment: Previous Semester: _____

Discipline Enrollment: Three Semesters Ago: _____

Percent Change in Discipline Enrollment (Compare the most current academic year enrollment to the previous academic year enrollment.)

FT/PT Ratio for Each Required Discipline Courses

FT/PT Ratio for All Courses in the Discipline

What are 2020 benchmarks for the program on enrollment, graduation, transfer, reeducation of time and cost, alignment with four-year schools and industries?

What will be the role of new faculty in implementing existing program strategies?

PART D: Enrollment

Seats: Percent filled within the Disciplines of the Program - Current Semester

Seats: Percent filled within the Disciplines of the Program - Previous Semester

Seats: Percent filled of courses serving other programs - Current Semester

Seats: Percent filled of courses serving other programs - Previous Semester

Part E: Administrative Comments

Date Approved by AULT (Month/ Day/ Year as xx/xx/xxxx)

AULT Comments

VPP Comments

Dean's Summary (Include date of Last Hire in Program/Discipline (Month/ Day/ Year as xx/xx/xxxx and hiring discipline.)