

Faculty Position Request Form

This form is used to request all new and unfilled faculty positions relying on Program Review and/or any other justification. Position requests are due to Division Deans by Monday, January 23, 2012.

Position Requested:

Contact Person:

Discipline/Division: Starting Term: Fall Spring

CRITERIA

1. Full-Time versus Part-Time FTEF for the past six semesters:

Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. a. Instructional Faculty: WSCH per FTEF for the past six semesters:

Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Non-instructional Faculty: Student/Faculty ratio for the past six semesters:

Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Number of Full-Time Faculty in Discipline:

Filled positions Unfilled positions

4. Year of last Full-Time Faculty HIRED (Do not include sabbatical leave replacements):

REPLACEMENT: NEW

Name(s) of Faculty being replaced:

5. Program Characteristics:

a. Describe the variety of courses taught and/or work performed in this discipline
(Faculty can use Program Review here.)

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b. Total number of sections taught in the discipline in each of the last six semesters:

Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

c. Student enrollments in the classes taught or number of students served in each of the last six semesters:

Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

d. Special characteristics of the discipline such as:

Mandated class size limits due to state, contract, accreditation standards.

Facilities

Percentage of courses that are General Education Requirements

Percentage of courses that are required as part of an AA/AS degree, certificate or transfer

Discipline provides basic skills courses

Discipline provides mandated/specialized services to students

Other

6. Describe how courses and/or services in this discipline impact other disciplines/services. (Faculty can use Program Review Self-study here.)

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7. If this is the first full-time position in the discipline, discuss:

- a. Justification for the position. (Attach Program Review Maintenance and/or Development form here.)
- b. Projected start-up costs for equipment, facilities, and support staff for the first three years. (Faculty can use Program Review.)
- c. Projected enrollment growth for the next three years, starting with the first semester of the projected faculty hire.

8. What is the impact on students, the discipline and the college of **NOT** filling this faculty position. What are the programs/courses/services that have not been or cannot be offered due to the vacancy?

9. Any additional information that addresses justification of the position:

Signatures:

Requestor _____

Dean _____

Vice President _____