

## Faculty Position Request Procedure

This process is designed to assist the College in making the best allocation of its resources, both human and financial. Emphasis will be placed on those requests that best support the College's mission, strategic plan, student support and enrollment needs and goals.

### **Review Process for "New Positions"**

Requests for new positions are initiated by completing a Position Requisition Form (Appendix A). All requisitions must be signed by the department chair to whom the position will report and approved by the Provost. The completed form is sent to Human Resources along with the following information:

- a. A statement as to why the position is needed. Rationale should identify how the position relates to the institutional and unit mission. Is the position one that supports students, safety, enrollment, strategic plan, compliance, program/service enhancements, and/or academic programs? Provide justification for additional cost.
- b. An explanation of the impact if the new position is not filled.
- c. Any comparative information.

Human Resources will assign a salary range for the position based on salary survey data from AAUP. The form will be moved onto the next step in the approval process (see flowchart appendix B)

Requests for new positions must be received in Human Resources prior to February 15 for the following fiscal year the position is needed. The position must be funded in the year it will be filled. Requests are reviewed with all other requests along with budgetary matters to determine availability of funds.

### **Review Process for Replacements of Open Positions**

Requests for replacements for open positions will be considered any time during the year. Replacements for open positions will not be considered unless initiated by a completed Position Requisition Form (Appendix A) with appropriate approvals. Send the completed form to Human Resources for salary range information and forwarding to next step. All requisitions must be signed by the department chair to whom the position will report and Provost. Send the completed form to Human Resources along with the following information:

- a. A statement as to why the replacement is needed.
- b. An explanation of the impact if the position is not replaced.
- c. An explanation of other alternatives if the position is not replaced as currently described.
- d. An explanation of options if there is a delay in filling the position.
- e. Any historical and comparative information.

\*Human Resources is available to provide consultation at any step in the process.



## Position Requisition Form-Faculty

Complete this form for the replacement of a position or new position request.  
Obtain all required approvals; forward the form and necessary attachments to Human Resources.

**Position**

Department: \_\_\_\_\_

This job:        is new        is replacement for: \_\_\_\_\_        increase from part-time to full-time

Job Title: \_\_\_\_\_

Are there other expenses associated with this position (professional development, furniture, computer, travel, phone, software)

Yes    No    Office located at: \_\_\_\_\_    Start-up funds? \_\_\_\_\_

Phone: \_\_\_\_\_

If yes, please describe and estimate cost (initial and annual): \_\$ \_\_\_\_\_

**Status**

Full-time Tenure Track  
Temporary

Full-Time Non-Tenure  
Adjunct

Part-Time Non-Tenure  
Visiting

Budget number line (required) \_\_\_\_\_

**Budgetary Impact:** \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost Approval

\_\_\_\_\_  
Date

**Attachments for New Position**

- a. A statement as to why the position is needed. Rationale should identify how the position relates to the institutional and unit mission. Is the position one that supports students, safety, enrollment, strategic plan, compliance, program/service enhancements, and/or academic programs? Provide justification for additional cost.
- b. An explanation of the impact if the new position is not filled.
- c. An explanation of other alternatives if the position is not filled.
- d. Any comparative information, if applicable.

**Attachments for Replacements of Open Position**

- a. A statement as to why the replacement is needed.
- b. An explanation of the impact if the position is not replaced.
- c. An explanation of other alternatives if the position is not replaced as currently described.

For HR Use Only

\$ \_\_\_\_\_

\$ \_\_\_\_\_ annually

Range

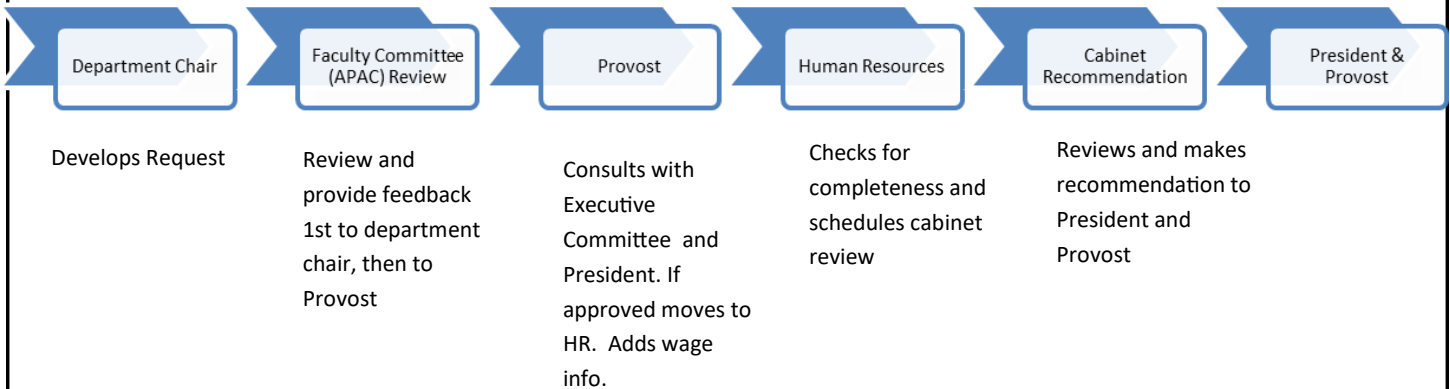
## Position Rationale

In developing a rationale for the position, faculty recommended departments address and the President and Provost consider a wide variety of quantitative and qualitative data. The following list is not exhaustive but represents the breadth of items faculty find important providing a rationale for a position:

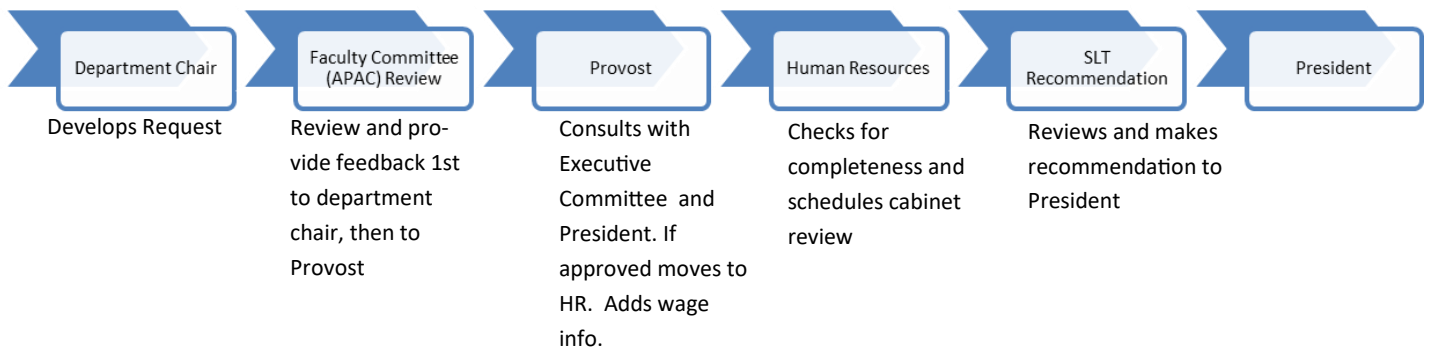
- Is the position needed to support specialized accreditation or professional licensure?
- What is the departmental student-faculty ratio? How many FTEs does the department serve? How many student credit hours does the department generate? Number of graduates? Number of freshmen?
- What are the department's current contributions to general education? What are the department's current needs?
- What are the department's enrollment targets and how will the new position help meet them?
- How will the position support diversity at the college?
- What is the anticipated student impact?
- What is the department's strategic plan and goals? What are the department's learning objectives? How will the position support these plans, goals, and objectives?
- What is the external/national/international demand for growth in the discipline, field, or program supported by the position?
- Which internal needs or demands will the position support?
- Does the position support interdisciplinary opportunities, new directions, or new initiatives?
- Please attach most recent departmental assessment report.

# Position Requisition Form-Process Flow

## NEW FACULTY POSITIONS



## REPLACEMENT FACULTY POSITIONS



\*Feedback will be provided to the Department Chair at the completion of each step.