

FACULTY POSITION REQUEST

(Rev 11/07)

Date: _____

College:

Department:

**Title of
Position:**

Is tition:

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
Year 5		
Year 4		
Year 3		
Year 2		
Year 1		
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
Year 5		
Year 4		
Year 3		
Year 2		
Year 1		
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