

SCHOOL OF LIBERAL ARTS

Request to search for a Faculty Position

1. Submitted by: _____

2. Department/Program: _____

3. Position specialty: _____

4. Is this a request for a full-time departmental appointment or a joint appointment?

____ Full-time department

____ Joint appointment with _____

a. Describe the terms of the joint appointment:

b. Describe the nature of the appointment:

____ Visiting

____ Non-tenured contractual

____ Tenure track

5. Describe the position rank:

____ Lecturer (non-tenure track)

____ Assistant Professor

____ Associate Professor

____ Professor

____ Rank open search (Assistant, Associate, or Professor)

6. Salary requested: \$ _____ - month contract

Associated Fringe costs: \$ _____

a. Indicate any special opportunities to help fund the position:

b. Describe all costs associated with the new position:

c. Describe anticipated vacancies in the department/program over the next three years:

Retirements:

Sabbatical leaves:

Other:

d. If this is a replacement position, please identify the most recent holder of the position:

7. Describe departmental expectations for teaching by the new faculty member:

a. (If this is not a replacement search, skip to 7b) If this is a replacement position, for the most recent person who held this position, please indicate the courses s/he taught on a regular basis. Also, please provide the enrollments for these courses for their most recent offering and when they were offered:

Course	Enrollment	Offered
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Indicate any new courses that this faculty member could develop:

c. Describe/Estimate additional credit hour income that the holder of this position might generate:

8. Indicate departmental expectations for research by the faculty member:

a. Will this person's research complement the research of other faculty in the department/program or introduce a new area?

b. Is this research interdisciplinary or department specific (please explain)?

c. Will this person's research complement the research of other departments/programs in the school or enhance cross-campus collaborations?

9. Describe departmental expectations for service and civic engagement by the faculty member:

10. Identify potential external funding opportunities, in the areas of teaching, research, and service and civic engagement, for a faculty member with the expertise you have described above:

Teaching:

Research:

Service and Civic Engagement:

11. Describe how departmental/program faculty were consulted in making this request:

12. Provide information on the likely strength of the application pool.

13. Provide any additional information relevant to this request not described above.