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:

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<thead>
<tr>
<th>Course</th>
<th>Enrollment</th>
<th>Offered</th>
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b. Indicate any new courses that this faculty member could develop:

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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.