# Request to search for a faculty position

## (Due in the dean’s office by June 30th)

*Please note: Limit the total length of this request to a maximum of five pages, and do not attach or include cover memos or the like—use your responses to the questions below to provide any needed information, context, etc.*

Name of department or program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of this request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your department or program is submitting more than one request, *briefly* state the relative priority of this request (e.g., 1st priority, 2nd priority) and why.

Rank of the requested position:

\_\_\_\_\_\_ Lecturer

\_\_\_\_\_\_ Assistant professor

\_\_\_\_\_\_ Associate professor

\_\_\_\_\_\_ Professor

\_\_\_\_\_\_ Open rank

\_\_\_\_\_\_ Other (e.g., Clinical Specialist, Research Specialist)

*For Other, please provide a brief explanation*:

Is the requested position to be fully within your department or program, or a joint appointment? If a joint appointment, please give the name of the other department(s)/program(s)/school(s).

Position specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary estimate or range (10-month basis): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe any other costs associated with the new position (e.g., space or equipment, administrative support, professional development).  *You do not need to include routine items such as moving expense reimbursement or the purchase of a standard computer*.

How does this position relate to your department’s or program’s overall plans? Explain how this position fits within, and would advance, the future development and direction of the department or program. How does it relate to the findings and recommendations of your department’s/program’s most recent external review?

How does this position relate to the school’s Strategic Plan?

Describe your department’s or program’s expectations for teaching, service, and research   
(if applicable) to be performed by the faculty member who would hold this position.

*Consider and include factors such as what courses he or she would teach and how that relates to the department’s or program’s curriculum direction and needs; how that teaching may complement other courses or programs of the department/program, the school, and/or the campus; what service or administrative contribution the faculty member would be expected to make; the research he or she would be expected to pursue; how that research might complement other research in the department/program, school, or campus; what research centers or institutes he or she might become affiliated with, etc.*

Based on evidence or experience, what are the external funding opportunities that may be available to support a faculty member in this position—in teaching, service, and/or research?

Please indicate at least one action your department or program will do that is specifically aimed at reaching minority candidates (e.g., Hispanic, American Indian, African American).

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Please append a copy of your department’s/program’s most recent annual report.*