

This form is to be completed when requesting a new faculty position. All copies are to be forwarded to the Faculty Hiring Coordinator (495-6538) prior to instituting recruitment and search procedures.

Department/School _____ **College** _____

Faculty Rank _____ Term 9 month 12 month

Justification of Position

A. Changes Generating Need for New Position:

Proposed salary based on essential qualifications: _____ Expected enrollment per class _____ Load hours _____

B. Consequences of Not Generating Position:

C. Reasons Why the College Cannot Address the Changes with Existing Faculty:

Description of Position

Brief description of major functions and responsibilities:

Qualifications

Essential Academic Preparation _____ Preferred Academic Preparation _____

Essential Experience _____ Preferred Experience _____

Dean of college _____ Date _____

Faculty Hiring Coordinator _____ Date _____

Provost _____ Date _____

President _____ Date _____

Representative from Academic Affairs Committee representing the Board of Trustees _____ Date _____

Return completed form to the Faculty Hiring Coordinator