

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 % Time \_\_\_\_\_

**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 \_\_\_\_\_

Approved – Dean	Date
Approved – Faculty Hiring Coordinator	Date
Approved – Provost	Date
Approved – President	Date
Approved – Representative from Academic Affairs Committee representing the Board of Trustees	Date

Return completed form to the Faculty Hiring Coordinator