

Florida Atlantic University

Office of the Provost

June 11, 2012

Request for New or Replacement Faculty Position Searches for 2012-2013

Instructions: Department Chairs or School Directors should complete the first part of the form and Deans should add an analysis of the request in the second part. All requests for searches for instructor positions and tenure-track and tenured positions that are funded by E&G and/or grant funds must be made using this form.

Deadline: A hard copy of the form, with original signatures, is to be submitted to Dr. Diane Alperin, Associate Provost of Personnel and Programs, by **July 15, 2012**. If the hire is approved, start-up funds for the position will be committed by the Provost and the VP for Research as part of the approval memo.

I. Degree Program, Department and College	
Degree Program(s)	
Department/School	
College/Unit	

II. Position Description		
	Existing (if requesting a replacement)	Proposed
Job Title		
Position Number		
Rank (tenure-track, instructor, etc.)		
% FTE		
Classes to be taught the first year		
Enrollments in each class to be taught (data from the last semester that each course was taught or projections if course is new)		
Research area for tenured and tenure-track positions		

III. Salary and Benefits			
	Salary	Benefits	Total
Salary and benefits in Department or School (if requesting replacement)			
Salary and benefits requested from Dean			

IV. Start-up Funding	
	Funds
Start-up funds available in Department or School (or from grant)	
Start-up funds requested from Dean/Provost/VP Research	

V. Faculty Composition of Department or School		
	Number	Average Teaching Load (courses per year)
Tenure-track		
Tenured		
Instructors		
Lecturers		
Visiting faculty		
Adjuncts		
Graduate assistants with instructional duties (serving as TAs or assisting in the classroom in some fashion)		
Graduate assistants with no instructional duties		0
Others with instructional duties		

VI. Student Data from IEA Database			
	06/07	10/11	% change
Total FTEs Generated			
Undergraduate			
Graduate			
Total Majors Enrolled (headcount)			
Bachelors			
Masters			
Specialist			
Doctoral			
Total Number of Degrees Awarded			
Bachelors			
Masters			
Specialist			
Doctorate			

Narrative Justification

1. Describe the scholarly, creative and research productivity of the department for 2011-2012, including numbers of referred journal articles, books, and scholarly and creative activities, and the number and total dollar value of grants awarded (direct and indirect costs combined).

2. Describe how the new hire will support FAU's Strategic Plan and the goals of the Department or School and those of the College.

3. Describe in some detail at least three concrete steps the Department or School will undertake in 2012-2013 to improve the retention and graduation rates of its majors.

4. Does the Department or School have a degree program that is below threshold for the 5-year degree productivity as established by the BOG? If so, describe your plans for the program.

Signature _____
Chair or Director

Date _____

To Be Completed by the Dean

A. Provide a narrative justification of your support for the above request, describing how the hire would support the strategic goals of the University, the College and the Department.

B. What amount of salary and benefits, as well as start-up funds, will you commit to this hire, if the hire is approved by the Provost? (These committed funds would be in addition to funds that are currently in the department's or school's budget - Table .

	Funds
Salary	
Benefits	
Total	
Start-up Funds	

Signature _____
Dean

Date _____

Reminder to Deans: Please submit a prioritized list of requests on the "College Priority List" form.