REQUEST TO FILL A FACULTY LINE College of Human Sciences

1. Submitter information:
   1. Date of submission
   2. Department requesting line
   3. Person requesting line
2. Position description
   1. Faculty Line information
      1. Is this a new line or a replacement line?
      2. If replacement, who is being replaced?
      3. Proposed level of position
      4. Proposed base (A?, B?), B-base with summer salary (if so, indicate for how long summer salary would be given.)  length of summer salary
      5. Full time or part time (give %, if part time)  % FTE
      6. Write a brief position description that outlines the expected teaching/research/service effort and contribution, and qualifications of the applicants .

* 1. Justify the need for this line. Include:
     1. How the position fits with the overall vision for the department, college, and university and with the current faculty and staff. Relate to mission, accreditation requirements, department and college strategic plan, observed gaps, etc., as appropriate.

* + 1. How the person will fill teaching/learning, research/discovery, service/outreach and extension needs as applicable. Include potential collaborative activities.

* + 1. If possible, compare needs for line (and proposed salary) to those of our peer institutions.

* 1. Funding expectations
     1. Proposed yearly salary (provide a number or a range)

$ to $

* + 1. If needed, amount for start-up funds
       1. Distribution of contributions to start-up funds (College, VPR, Department, other), indicate if these have been committed or not

|  |  |  |  |
| --- | --- | --- | --- |
|  | Amount | Potential Contributors | Committed? |
| Equipment | $ |  | Yes |
| Office Equip |  |  | Yes |
| Technical support Staff | $ |  | Yes |
| Grad student salary & tuition | $ |  | Yes |
| Moving Expense | $ |  | Yes |
| Professional Development | $ |  | Yes |
| Other | $ |  | Yes |
| Total | $ |  |  |

* + 1. Describe potential need for remodeling of physical space to accommodate the new hire.

1. Outcomes/impact of person filling the line. Describe how the person filling the line will contribute to the income of the department/college
   1. Projected teaching:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course  Number | Course Topic | Credits | Semester to be taught  (ex: F10) | Enrollment  Estimate  (majors) | Enrollment  Estimate  (non-majors) |
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* + 1. List the courses the hire is expected to teach for the first 3 years, along with the number of credits and expected enrollments, indicating numbers of majors and nonmajors. (Use your best estimate.)
  1. Projected from grants
     1. In the following table, provide an evaluation of the potential of the new faculty member to garner extramural grants, including an estimate of the amount of funding expected and the agencies likely to fund the research. How much is anticipated for the first 3 years? …for the next 5 years after that? (Use your best estimate.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Agency | Estimated Funding Period (Years) | Total Direct Range $ | Estimated %IDC | Estimated IDC $ |
|  | **to** | **$****to $** | **%** | **$** |
|  | **to** | **$      to $** | **%** | **$** |
|  | **to** | **$      to $** | **%** | **$** |
|  | **to** | **$      to $** | **%** | **$** |
|  | **to** | **$      to $** | **%** | **$** |
|  | **to** | **$      to $** | **%** | **$** |

**Notes:**

1. Explain any other factors useful in evaluating this proposal. e.g. course lists, course descriptions, proposed schedule of course offerings, research initiatives, benchmark comparison charts, etc.