Tenure-line Faculty Position Request Process and Timeline
For Searches Conducted in AY 2019/20

Proposal Format

Tenure-line faculty position requests (for searches conducted in 2019/20 and start dates in Fall 2020) should include the following information:

1. Brief description of position.
   a. Substantive area(s) linked to existing curricular need;
   b. Anticipated start-up costs;
   c. Program(s)/major(s) served by position;
   d. Projected course load for 8 semesters with a brief description of how the courses planned for the new faculty member have been covered across the last 2 years.

2. Justification based on Provost’s prioritization criteria (from Memo to Deans January 25, 2019).
   Not all requests will meet all of the criteria listed below. Please address the criteria that fits your need or potential.
   a. ALIGNMENT OF PROPOSED FACULTY LINE ALLOCATION TO ENHANCE STUDENT SUCCESS, DIVERSITY, AND EQUITY

   Consequence if not addressed: (i) inability to support student success and impaired ability to retain students from freshman to sophomore year, (ii) widening of opportunity gaps.

   Positions authorized must impact student success goals of increased retention, timely graduation, and reduction of opportunity and access gaps outlined in GI2025. Evidence of these positive impacts will be reported annually to the State of California as a condition of receiving/expending future GI2025 funding allocations to HSU.

   b. SELECTIVE INVESTMENT IN PROGRAMS/UNITS THAT DEMONSTRATE COMMITMENT TO PROGRAMMATIC/CURRICULUM ASSESSMENT, CLOSING THE LOOP ON ASSESSMENT DATA TO ENSURE STUDENT LEARNING AND CONTINUOUS IMPROVEMENT. PROGRAMS MEETING THESE CRITERIA HAVE CAPACITY FOR EXCELLENCE AND ADDITIONAL GROWTH. CAPACITY OF THE FACULTY LINE TO SERVE MORE THAN ONE PROGRAM/DEPARTMENT.

   Consequence if not addressed: (i) inability to meet HSU’s 2018 WSCUC re-accreditation observation concerning evidence of student learning, (ii) failure to meet CSU-mandated graduation rates by the year 2025.

   These are programs that are well positioned to (i) establish a clear record of student success, (ii) can show evidence of student learning, (iii) demonstrate prudent management of department/unit resources/economy (including workload and course
(iv) can show evidence that the undergraduate (UG) graduation rate has improved over the past 2 academic years, (v) can show evidence that UG retention rates from Year 1 to Year 2 are reaching 80%, and (vi) eliminate equity gaps in courses/programs. This investment will ensure that we can support a modicum of growth in area(s) identified as experiencing enrollment growth and is reflective of the HSU’s vision, mission, and core values.

c. ASSIGNMENT OF FACULTY LINES TO ACHEIVE STUDENT SUCCESS GOALS OF GI2025, SUPPORT CLASS COVERAGE AND MEET ENROLLMENT PRESSURE DEMANDS (PARTICULARLY IN UNITS/PROGRAMS EXPERIENCING DIMINISHED INSTRUCTIONAL FACULTY FTE NUMBERS).

Consequence if not addressed: (i) Direct impact on undergraduate student (majors/minors) matriculation, retention, and time to degree, (ii) inability to adequately serve General Education demands, (iii) inability to support an enrollment growth trend of a program, (iv) program risks becoming or remaining under-resourced (i.e. too large FTE major headcount : tenure-track faculty ratio). Please provide data regarding numbers of permanent, temporary, and FERP faculty, and majors/minors enrolled in the program(s).

d. OVERALL HEALTH OF THE DEPARTMENT/PROGRAM AND ABILITY TO OFFER A CONTEMPORARY CURRICULUM TO PREPARE STUDENTS FOR PROFESSIONAL SUCCESS.

Consequence if not addressed: (i) inability to attract new students and retain current students, (ii) program risks becoming or remaining stagnant.

These are programs that may not have received new faculty hires in recent years, and/or may have lost, or will soon lose, key faculty positions. Please provide data regarding program trends regarding growth and enrollment and the ability/ inability of current faculty to offer a forward thinking and innovative curriculum.

Maximum page limit – 6 pages (based on 250-300 words per page double spaced). If a document longer than 6 pages is submitted, only the first 6 pages will be loaded into the drive for consideration.

Please direct general questions about criteria or proposals to the Dean via the CAHSS Chairs listserv (ahss-chairs@humboldt.edu) so that everyone may benefit from the response. For program specific data questions, please contact Rosamel directly.

Process Steps and Timeframe:

2/14/2019 Proposals due electronically to Shannon Collart, College Personnel Analyst
2/15/2019 Proposals uploaded to CoC Google Drive for review
2/28/2019 Presentation of proposals and Chair deliberation and recommendation to Dean at regular CoC meeting.
• Presentation Format:
  o Provide a maximum 3-minute narrative on highlights of and context for the proposal;
  o When presenting, advocate for what you need based on the Provost’s criteria.

• Deliberation and Recommendation Format:
  o Chairs will recommend positions in prioritized groupings based on Provost’s rubric for ranking instructional tenure-track faculty positions for AY 2019-2020.
    ▪ Deans are being asked to use the following guidelines and process in their evaluation and ranking of requests:
      • Provide a brief list of factors that were considered relative to the Principles and Criteria. These may include, but are not limited to, areas of proven growth, graduation rates, retention rates, major head-count/TT faculty, key course coverage, the ability to offer GE/service courses, gateway courses, assessment findings, need for innovative curriculum offerings, and future professional opportunities for students.
      • Identify critical faculty shortages (if any) in programs that make delivering the curriculum problematic.
    ▪ When deliberating as a group, the advocacy for one’s own program ends. At this point, questions/answers may help inform recommendations and as part of the deliberation, chairs may choose to advocate for another program’s needs.

3/8/2019 Form 200s and draft vacancy announcements due electronically to Shannon Collart, College Personnel Analyst for prioritized requests.
https://hraps.humboldt.edu/probationary-faculty-unit-employee-recruitment

3/14/2019 Prioritized list and submitted department request packets submitted to Provost and APS by Dean.

4/1/2019 Special conference occurs between Deans Council and Provost to recommend prioritization across Colleges/Library.

4/4/2019 Regular Chair meeting update about recommendation to Provost.

4/5/2019 Anticipated deadline for Provost’s decision about approved positions.