Office of the Dean

College of Arts Humanities and Social Sciences

**Tenure-line Faculty Position Request Process**

**For Searches in AY 2018-19**

Proposal Format

Tenure-line faculty position requests (for searches in 2018-19 and start dates in Fall, 2019) should include the following information:

1. Brief description of position (1-2 paragraphs)
   1. Substantive area(s)
   2. Anticipated start-up costs
   3. Program(s)/major(s) served by position
2. Justification based on Provost’s prioritization criteria (below) 2 page maximum)
3. Proposed course load for 4 years with statement of impact on instructional costs in program/department (1paragraph)

Provost’s Criteria for Prioritization (from Memo to Deans 8/14/18)

1. Positions authorized will positively impact diversity, equity, and student success goals of increased retention, timely graduation, and reduction of opportunity and access gaps outlined in GI2025.
2. Positions authorized will invest in programs/units that demonstrate a commitment to programmatic/curricular assessment and closing the loop on assessment data and continuous improvement. These programs have capacity for excellence and additional growth. These are programs that are well positioned to, with additional faculty resource (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 offerings), (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.
3. Positions authorized will help achieve student success goals (GI 2025), support class coverage and enrollment pressure demands (particularly in units/programs experiencing diminished instructional faculty FTE).

Process Steps and Timeframe:

Proposals and Form 200 due (electronic) to Shannon Collart from Chairs by (COB) **August 27, 2018**

Proposals available for view on shared drive by (COB) **August 28, 2018**

Proposals presented and prioritized at Chairs Council meeting on **August 30, 2018**

Prioritized list and supporting documentation due from Dean to Provost and HR/APS by **September 4, 2018**

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