# FORM 1: Request to Recruit for Faculty Appointment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requesting Departmental Information** | | | | | | | | |
| School: | |  | | Date: |  | |  | |
| Department (s): | |  | | Contact: |  | |  | |
|  | |  | | Phone: |  | |  | |
| New Position: | YES or Replacement  (highlight one) | | Faculty Status: | | | TT, Lecturer, or Tenured  (highlight one) | |  |
| Position Rank/Title: | Assistant, Associate, Full, Open (could be filled by any title)  (highlight one) | | Discipline/Field: | | |  | |  |
| Anticipated Start Date: |  | | Special Responsibilities (eg. Chair) | | |  | |  |
| Department Profile:  % T/TT=  FTL Entitled=  Total FTEF=  # majors=  #FTES=  SFR= | | | Appt. Months | | |  | |  |
|  | | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rationale for Position Allocation (new area, gaps in curriculum, etc.)** | | | | |
|  | | | | |
| **Status of Student Learning Assessment** | | | | |
|  | | | | |
| **Required Approvals:** | | | | |
| Department Chair or Director | Print Name | Signature | Date |  |
| Dean | Print Name | Signature | Date |  |
| Provost | Print Name | Signature | Date |  |

**COPY TO CHAIR, DEAN, & PROVOST**

**MEMORANDUM**

**TO: Dean**

**FROM: Dept/Program Chair**

**SUBJECT: Position Request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1) How do the new positions address strategic objectives?

2) How does the request strengthen the major or move the program in a new direction?  Will this lead to a signature program?

3) How do these new faculty positions connect with regional needs and the global environment?

4) How do these positions address the vision of an inclusive and diverse university (equity and inclusion plan)?

5) Does the department demonstrate significant work on assessing student learning and using the feedback to improve curriculum?

6)  Special attention will be paid to programs that are under 70% tenured or have a larger proportion of FTES majors to UWR.