
SCHOOL OF XX
INTEROFFICE MEMORANDUM



TO: JANET L. GOOCH, PH. D., EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

FROM: XX, SCHOOL OF XX

SUBJECT: FACULTY POSITION JUSTIFICATION: XX DEPARTMENT

DATE:

CC:

ATTACHMENT: EXCERPT FROM STAFFING PLAN PROPOSAL NARRATIVE OR ANY OTHER DOCUMENTATION YOU WANT TO PROVIDE TO SUPPORT YOUR POSITION

Note: Your position justification must contain information addressing all of the required elements; you may include information addressing the optional elements at your discretion. Please limit your justification narrative in response to the required elements to no more than 500 words. (Note: You may refer to the required and optional elements by number or letter; there is no need to include the description of the element.) You may include additional information that is not addressed in the required or optional elements as long as your justification narrative does not exceed 500 words. The information needed to complete the first four bullets can be found in the Five-Year-Review Data that is provided each fall semester, after census. If there are any questions about how to obtain the data needed, please contact the Assistant to the EVPAA and Provost at Extension 4221.

Required Data Support:

- 1) FTE faculty assigned to the program for each of the past five years
- 2) Total credit hours generated by program faculty for each of the past five years
- 3) Number of new freshmen/new students entering the major for each of the last five years
- 4) Number of degrees granted for each of the last five years

Required Narrative Elements:

- 1) The role of this position in the program's curriculum, or in support of curriculum in other areas
- 2) Evidence that the program's curriculum meets the contemporary approaches for the discipline
- 3) If the request is for a full-time position, please explain why the position responsibilities cannot or should not be covered by existing faculty, overloads or part-time lecturers (e.g., why the demands of the program require a full-time position replacement)
- 4) If the request is for a tenure-track position, please explain why the responsibilities cannot be covered by a term position

Optional elements:

- a) Any cost savings or efficiencies that could be gained from hiring this position (e.g., this position meets the needs of two programs, allows multiple needs to be met within the program, etc.)
- b) Contributions of the position to the LSP and/or other programs
- c) Percentage of tenure track positions in the program
- d) Average class size
- e) Number of majors