Faculty Hiring Justification Form

Answers to the following are needed to help ensure faculty vacancies are strategically and efficiently filled as needed. The answers should be short bullets with primary focus on data such as faculty teaching loads, the number part time faculty currently teaching, enrollment trends over the last 5 years, and the number students in each section.

1) Document the number of faculty FTEs assigned to the unit using OIR data.

2) Provide data (quantitative and/or qualitative) on the average teaching load for full time faculty within the department and the number of students taught by full time faculty versus part time faculty.

3) Describe and provide data as to why the teaching responsibilities could not be shifted to other full time faculty or adjuncts within the unit.

4) Describe the projected teaching load and additional responsibilities for a new hire in this position.

5) Document the number of majors and overall enrollment in your program for the past 5 years (e.g., enrollment trends).

6) Forecast projected enrollment trends for the foreseeable future. Discuss how hiring someone in this position will affect class sizes in lower and upper division courses, and meet graduate program needs where applicable.

7) If applicable, provide data (quantitative and/or qualitative) on research and creative work in the department and describe how this position will enhance the research expertise within the department.

Note:

1) Please attach all documentation within the workforum action for review.