Part-Time Faculty Hiring Justification Form

Answers to the following questions are required to help ensure that part-time vacancies are strategically and efficiently filled as needed. The answers should be short bullets with the primary focus on data such as faculty teaching loads, the number of part-time and full-time faculty teaching in the department, enrollment trends over the last 2 years, and the number of students in each course and section.

1. Provide current average teaching load course per part-time and full-time faculty within the department and the average number of students taught by the part time faculty.

2. Describe and provide justification as to why the teaching responsibility could not be shifted to other full-time faculty or other part-time faculty within the departmental unit.

3. Provide course enrollment trends using OIR data [www.memphis.edu/oir](http://www.memphis.edu/oir) for the last 2 years within the department.

4. Will any of the new spring part-time faculty within your department require an exception? If so, why and what type of an exception is requested?

Please submit this completed form to facultyservices@memphis.edu. Include faculty member’s name and department that you are requesting to hire.