**Faculty Hiring Justification Form**

Answers to the following are needed to help ensure faculty vacancies are strategically 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 by department and program and the number students.

1. If you are requesting to fill an existing position, provide the name, title, position title to be advertised, department, and position number of the person who is leaving. Documentation indicating last day of work should be attached to the request to fill.
2. Please provide the projected salary of the position to be filled and startup requirements and funding source, if applicable.
3. Document the number of full-time faculty assigned to the department using OIR data.
4. Provide data on the actual teaching loads by full time faculty member by department and program area including the number of students taught. In general, dissertation, thesis, and independent study courses should be excluded. If the data you provide includes any of these course types, an explanation is required.
5. Provide a justification why the responsibilities could not be shifted to other full-time faculty or adjuncts within the department. List each faculty member in your department and/or program area assessing factors such as, actual course loads, course releases, funded research project effort, administrative duties, and advising loads.
6. Describe the projected teaching load and additional responsibilities for a new hire in this position.
7. Document the number of majors, overall course enrollments for the department/program, and show credit hours instructed in your program for the past three academic years (fall and spring only).
8. If applicable, provide data on research and creative work in the department and describe how this position will enhance the research expertise within the department.
9. If requesting a position with research responsibilities, show how the most recent hires have contributed to the research focus of the department.

**Note:** Please attach all documentation within the workforum action for review.