

## **Full-Time Faculty Request Form**

### **Request Information**

Department

Requestor(s)

Dean

*If you are requesting multiple positions, revise the data in your responses for all subsequent positions. That is, provide a clear rationale for the first position, and for subsequent positions, assume you have received the previous position and adjust the data and provide additional rationale accordingly.*

### **1. FTES/Enrollment/Services**

- a. Your discipline/unit has been provided with workload data. How does the provided workload data support your request for the faculty position (e.g. meaningful trends)?

- b. For Counselor, Librarian, and Nurse requests: Provide additional data to demonstrate how workload has changed over a five-year period. For example: discrepancies between counselor/student ratios in accordance with state standards

2. **Full Time/Part Time Ratio** (*Note: Counselors, Librarians, and Nurses answer 2b; all others answer 2a. Everyone answer 2c & 2d*)
- a. Your discipline has been provided with data regarding full-time and part-time positions.
    - i. Enter data from the spreadsheet (Full-time/Part-time ratio, # of 1.0 and 1.4 loads available)

- b. Counselors, Librarians, and Nurses: Enter FTEF allocated to Counseling (Full-time FTEF and Adjunct/Overload FTEF) for the previous five years to demonstrate changes or trends.

c. How will the full-time/part-time faculty ratio change with this new position?

d. How will this new position impact your discipline/unit?

**3. Replacement History**

Using the data provided, list the number of faculty separations over the last five years as well as the faculty hiring over the past five years. Please explain the history of hiring and its impact on the discipline. Committee members will consider the history of faculty hiring over the timeframe provided

**4. Reduced Offerings/Services**

Will the offerings in your discipline/unit face significant reduction if a full-time faculty member is not hired? What classes and/or services will have to be eliminated?

Counselors, Librarians, Nurses: What will be the impact on students and the college if a full-time faculty is not hired?



5. **Zero- to One-Person Discipline**

Is this a currently recognized discipline/unit with only one or no full-time faculty in either the 2023-2024 and/or 2024-2025 academic years? Describe the qualitative and quantitative impact to the discipline

## 6. Criteria Not Covered