

RUBRIC/SCORESHEET FOR FULL-TIME FACULTY REQUESTS

Evaluation Criteria	4 POINTS	3 POINTS	1 POINT	0 POINTS
Q1 FTES/Enrollment/ Services	Significant increase in workload/FTES leading to an increase in the number of full-time faculty needed of 3 or more faculty members	Moderate increase in workload/FTES leading to an increase in the number of full-time faculty needed of 1-2 faculty members	Decrease in workload/FTES due mitigated by other factors not related to demand	Decrease in workload/FTES because of a decline in demand for courses or increase in full-time faculty
Q2 FT/PT Ratio	The FT/PT ratio of faculty is less than 50% and many faculty are reassigned or shared in another discipline	The FT/PT ratio of faculty is less than 50% and few faculty are reassigned or shared in another discipline	The FT/PT ratio of faculty is 50%-69%	The FT/PT ratio of faculty is 75%-100%

Q3 Replacement History	The ratio of hires/separation is less than 50%	The ratio of hires/separation is between 50% and 80%	The ratio of hires/separation is 80% or more	No justification based on history is given
Q4 Reduced Offerings/Services	Yes, likely program elimination or significant impact on services	Yes, significant elimination of classes or moderate impact on services	Yes, minimal elimination of classes or minimal impact on services	No
Q5 Zero- to One-Person Discipline	There are no full-time faculty	There is only one full-time faculty	The current situation is short-term	No
Q6 Criteria Not Covered	Fact/data driven, with concrete/significant consequences to discipline or students	Fact/data driven, with minimal consequences to discipline or students	Overly abstract or non-measurable justification	Unclear explanation or poor/illogical justification