

**Position Request Guidelines**  
**Office of the Executive Vice-President and University Provost**  
**Effective - January 2007**

The following guidelines should be followed whenever requesting permission to search for a tenure-track/tenured faculty position. This includes cases in which a position is being retained in the same academic area, a position is being moved to another area, and a new position is being created using other resources.

1. Consistency with the University of Louisville's mission statement and strategic goals (maximum of 1 page).
2. Impact on the accreditation of the program (maximum of 1 page where applicable).
3. Opportunity to support affirmative action initiatives (maximum of 1 page).
4. Source(s) of resources for the position (i.e., open faculty line in area, open faculty line being reallocated, other resources being reallocated) (maximum of 1/2 page).
5. Analysis of need in the area. While this will vary by unit, if the position involves classroom teaching, the request should include analysis of credit hour production, number of faculty, number of graduates, and number of majors in the program for the last three years (an appendix should include a table with classes taught and enrollment for each faculty member in the program). (maximum of 2 pages).
6. The proposed workload for the new faculty member. This should include a percentage breakdown of their workload across teaching, research, and service and a list of classes that will be taught during an academic year with expected enrollments. (maximum of 1 page).
7. Position level (assistant, associate, etc.), type of appointment, salary requirement and a short justification for each (maximum 1/2 page).

The respective Dean and the Executive Vice President and University Provost or the Executive Vice President of Health Affairs must approve all requests before positions are advertised or searches are conducted.