

Faculty Authorization to Hire Request

Date of Request

Department Name

PeopleSoft Department Number

Position Title for Requested Position

Name and Title of Requestor

Full Time Equivalency %

- Existing Vacant Position PCN: _____ Projected Salary: \$: _____
 If currently vacant, how long has the position been vacant? _____
 How have the duties been covered? _____

- New Position Projected Salary: \$: _____
 If new position, provide details for funding: _____

Start Up Costs:

Item	Amount
Computer & Equipment	\$
Work Space	\$
Furniture	\$
Other	\$
Total Amount	\$

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Describe how the position contributes to the department's strategic priorities, as aligned to the University's 20/20 strategic plan and 21st Century University initiative.

Can the University attract a particular area of expertise or scholarship through the filling of this position? If so, please describe that area of expertise or scholarship.

Provide details and a justification for the desired rank and tenure status of the position (assistant, associate, full tenured, tenure-track, term), type of appointment (full or part-time), etc.

Would not filling this position result in loss of funding or revenue? If so, please describe and provide an estimate of the potential loss in revenue.

What is the extramural funding expectation for this position? Will additional revenue be generated by the position? If so, please describe and provide an estimate of the expected additional revenue.

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For assistance with the following tables, please refer to Appendix A

Department/Program Needs Analysis	Hiring Dept./Program				
	Department/Program Student Information				
	I. Department/ Program Student Enrollment and Student Credit Hours		Fall Enrollment (last 3 academic years)		
			AY	AY	AY
		Undergraduate			
		Graduate			
		Professional			
	Other				
	II. Degrees and Credentials Conferred		Total Degrees Awarded (last 3 academic years)		
			AY	AY	AY
		Bachelor's			
		Master's			
		Doctoral			
	Professional				
	Other				
	Department/Program Faculty Information				
	III. Credit Hours Taken		Student Credit Hours Taken in Courses Offered by Dept./Program Courses (last 3 academic years)		
			AY	AY	AY
		Undergraduate			
		Graduate			
Professional					
IV. Faculty Headcounts		Position Headcounts (last 3 academic years)			
		AY	AY	AY	
	FT Tenured/Tenure-Track				
	FT Term				
Part-Time					
V. Department/ Program Faculty Teaching Load		Annual Load Totals (last 3 academic years)			
		AY	AY	AY	
	Total Courses Taught				
	Student Headcount, Courses Taught				
	Total Credit Hrs. Generated				
	Total Credit Hrs. Generated, FT Tenured/Tenure-Track				
	Total Cr. Hrs. Generated, FT Term				
Total Cr. Hrs. Generated, PT					
VI. Department Productivity Radar	Attach a Department Productivity Radar with all faculty hiring requests (see Appendix A).				

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Position Workload Analysis	Proposed Work Assignments <i>(total should = 100%)</i>			
	Research, Scholarship, and/or Creative Activity [%R]		Teaching [%T]	Service [%S]
	Expected Classes Taught, First 2 Years <i>(attach additional pages, if necessary)</i>			
	Class	Semester and Year		Estimated Enrollment
	For requests to replace/rehire existing positions, please include information about the individual and position being replaced.			
	Name			
	Faculty Rank			
Full- or Part-Time		Tenure/Tenure-Track or Term		
Work Assignment Percentages <i>(total should = 100%)</i>	Research, Scholarship, and/or Creative Activity [%R]			
	Teaching [%T]			
	Service [%S]			
	Totals for previous 3 academic years			
	AY	AY	AY	
Courses Taught				
Credit Hours Generated				
Student Headcount				

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Provide any other details that may further justify this authorization to hire request.

Attach organizational chart and any other relevant information.

Department Head Name Department Head Signature Date

Dean/VP Name Dean/VP Signature Date

Provost's Office/EVPHA Approval Date

Dean/VP Office Use Only
Provost's Office Use Only

Appendix A: Data Definitions and Sources

- I. **Enrollment:** Enrollment totals provided include a student's first and second major. Therefore, the sum of all academic program enrollments will exceed the total student headcount for any given semester. These enrollment totals by major will differ from university reports that provide enrollment by the first major only. Academic program enrollment totals include both intended and approved majors.
Source: Office of Institutional Research and Planning (IRP): <http://louisville.edu/oapa/institutional-research-and-planning>; **official enrollment census files**

- II. **Degrees:** Total degrees conferred are reported on an academic year (defined as summer, fall, and spring semester).
Source: IRP, official degree files

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III. Credit Hours Taken: Credit hours are attributed **to the academic unit associated with the subject prefix of the course**. The total credit hours reflect the number of credit hours **attempted** by a student on the date of the official enrollment census each semester. The enrollment census is captured the first day after the 1st week of class (i.e., the first day after the “drop/add” period). **Credit hours for courses that start after the official census date are excluded.**

Note: Credit hours may be taken by students from other programs and/or attributed to faculty whose appointment is in another home department; the total hours reported in this figure likely will vary from the hours reported on the Faculty Load section (Section V, below).

Source: IRP: <http://louisville.edu/oapa/institutional-research-and-planning/docs/credit-hour-report>; **official enrollment census files**

IV. Faculty Headcounts: Department/Program Faculty are defined as those employees with a primary appointment of faculty and who are reported to the U.S. Department of Education (IPEDS) as faculty. Headcounts should reflect filled positions as of November 1 of academic year. Faculty are assigned to academic home departments as reflected in PeopleSoft, which may not be the unit for which all courses are taught/generated by that faculty member

Source: IRP, **official faculty/staff census files**

V. Faculty Load: The faculty load analysis uses the following methodology:

- Credit hours are attributed **to the academic home department of the instructor(s) of record as reflected in PeopleSoft.**
- Faculty assigned to administrative departments within each academic unit (e.g., ‘Dean’s Office’) are excluded.
- To ensure all courses offered during the indicated time period are included, data are extracted directly from PeopleSoft. Therefore, the totals may differ from any previous analysis that use the official census files. Querying PeopleSoft directly allows the analysis to include courses with non-traditional beginning and ending dates.
- For courses with multiple instructors, credit hours for each course are attributed to all instructors of record.
- Courses with an instructor listed as ‘TBA’ are excluded.

Each spreadsheet has two tabs; a ‘summary’ tab and a ‘details’ tab. The summary tab details the term, faculty name, faculty home department, and the total student headcount and total credit hours generated for each term. The details tab provides the course level data by term that drive the aforementioned summary data totals.

Source: IRP, **official enrollment census files; class table in PeopleSoft**

VI. Department Productivity Radar: The first view presented is *Department Radar - All Variables Summary*. This provides a visual representation of all metric families in the aggregate for the chosen discipline. The light gray outer edge represents the nationwide view of the “best of the best” for each metric family. That establishes the 100% mark. The dark inner area represents the 50th percentile or national median. Department performance relative to the national discipline is represented by the contrasting shaded area.

The second view presents *Department Radar – All Variables*, which shows, in a multi-colored format, all metrics organized into their families. The outer edge of the circle represents the “best of the best” for each metric in the national discipline. That establishes the 100% mark. The dark inner circle represents the 50th percentile or national median. The colored “petals of a flower” represent the chosen department’s performance in each metric category relative to the national discipline.

Source: IRP, **Academic Analytics**