

Tenure Line Request Form

1. Date of Request

2. Department Name

3. Position Title for Requested Position

4. Name and Title of Requestor

5. Projected Salary

6. Benchmark data and sources used to determine projected salary:

7. How have the duties been covered?

8. By what date does this hire need to be made and why?

9. Are there other vacancies in the department or academic unit (if unit is not departmentalized) or are other vacancies expected within the next two years? If yes, list the positions and indicate the priority of filling this position relative to the other(s).

10. Explain why the position needs to be created or filled, addressing the following: (1) Could other faculty be reassigned to cover this role or aspects of it? (2) Are other faculty in the department or unit currently performing comparable duties, teach same courses, etc.? (3) How do academic needs in the department compare to those in other departments within the unit?

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11. Start-up costs:

<u>Item</u>	<u>Amount</u>
Computer & Equipment	\$
Work Space	\$
Furniture	\$
Other (Explain)	\$
Total Amount	\$

12. What is the source of start-up funding? Over what period of time will it be disbursed?

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13. How would the position contribute to the strategic priorities of the department, academic unit, and university? How does the position contribute to meeting state performance metrics?

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14. What area of expertise or scholarship would the position fill and why?

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15. Provide details and a justification for the requested rank.

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16. How will this position affect revenue growth (e.g., tuition, research funding)? Please provide an estimate of the impact.

17. What extramural funding goals will the incumbent be expected to meet? Describe the source of expected funding and an estimate of the amount.

18. What efforts will be made to attract diverse candidates?

Please access Card Analytics at <https://tinyurl.com/y9prgdna> for tables showing trends related to enrollments (1st and 2nd major), degrees and credentials conferred, student credit hours, faculty headcount and faculty load. Please print and attach to this request the tables for the program/department you are requesting to hire into.

19. What is your analysis of information in each of the tables?

20. Complete the table below to show the expected work plan for the position:

Position Workload Analysis				Proposed Initial Annual Work Plan (total should 100%)		
	Research, Scholarship, Creative Activity [%R]			Teaching [%T]	Service [%S]	Administrative [%A]
	Expected Classes Taught, First 2 Years (attach additional pages, if necessary)					
	Class	STEM or STEM+H? (Y/N)	Cardinal Core? (Y/N)	Semester and Year	Estimated Enrollment	

21. Provide any other details that may further justify this request

Attach (1) organizational chart of department, academic unit, and center (if individual will be working in a center); (2) faculty roster that includes these fields: name, rank, type of appointment (term, tenured, tenure-track), full-time equivalency, gender, ethnicity, initial start date, annual work plan averaged over past three years, and (3) tables downloaded from CardAnalytics.