2.1.1 Faculty Line Request

Please use this template for all requests regarding tenure-track searches. Forms should be submitted at least 6 months in advance of the academic year during which the search will be conducted (generally by March 1).

1. Rationale for request (e.g., impacted major, trend in student interest, conversion of FT adjunct or temporary lines, retirement or non-reappointment of faculty. Note that line vacancy does not guarantee approval of new search. If this is a request for a full-time adjunct position, please explain why you are NOT asking for a tenure-track line):

2. Source of funding (e.g., existing line vacancy, conversion of part-time courses, “opportunity” hire):

3. Draft position description (briefly summarize the areas of expertise for which you plan to search, the courses that will be covered, and, if relevant, the potential for new course development):

4. Degree of urgency (place in relative significance to other desired positions in your unit)

5. Office location (where will this person reside?)

Signature of Department Chair:

Signature of Dean:

Date: