

FACULTY LINE REQUEST TEMPLATE

Please use this template for all requests for full-time faculty searches (tenure-track, salaried adjunct). Forms should be submitted to Deans by March 1. Deans will prioritize requests and submit their recommendations (and corresponding line requests) electronically to the Provost by March 15 (please cc Faculty Affairs Manager Delphine Hwang at facultyjobs@stmarys-ca.edu).

Note that a line vacancy does not guarantee approval of a new search.

1. **Department/Program:**

2. **Type of faculty line:**

3. **Rank:**

If you are requesting a position at an advanced rank, please provide a rationale.

4. **Rationale for request.** In describing why the line is needed please address the following issues: student demand for the program or courses offered by the program; faculty workload; role of position in the future of the department/program; contribution of position to College-wide programs or priorities. In speaking to these issues, please provide relevant supporting data, for example:

- Number of majors in the program in the last 3 years
- Course enrollments in the last 3 years
- Number of full-time faculty in the program in the last 3 years
- Faculty teaching loads in the last 3 years

5. **Attention to diversity.** How is this defined within the department/program? What candidate characteristics would contribute to diversity in ways that would benefit specific student populations? How have you defined and described the position to attract a diverse pool?

6. **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 or new curriculum development. (Note that once a position has been approved, there is a template for the advertisement that must be used, and job ads must be approved before they're posted.)

7. **Recruiting plan.** How will you build a diverse candidate pool? (E.g., identify specific conference, networking, and publicity opportunities and efforts):

8. **Source of funding.** (E.g., existing line vacancy, conversion of full-time adjunct position, graduate program revenue).

9. **Degree of urgency.** What would happen if this line was not approved?

10. **Office location.** Where will this person reside?

11. **Intended Start Date for Position:**