

Eastern Kentucky University
Office of the Provost
Request for Faculty Position
Spring 2022 Due Date: January 13, 2022
to candace.tate@eku.edu

The responsibility of allocating faculty positions falls to the Provost in partnership with Academic Leadership. All faculty position allocations are thoughtfully considered and vetted carefully in keeping with the university's mission, goals, and values as well as our collective academic interests and enrollment demands. This form has been adopted to ascertain the needs of the academic unit for each faculty position requested.

Instructions: Use this form for all full-time faculty positions. Library faculty proposals may skip the Student Success Information and adjust the narrative questions to reflect the central mission and goals of University Libraries.

In the event of a failed search, an approved Request for Faculty Position form is good for two years from the date of approval.

Date:

College:

Department/School/Institute:

Program:

Name and Title of Requestor (unit level):

POSITION INFORMATION

Position Title and Rank for Requested Position:

Projected Salary:

Minimum faculty qualifications for job description:

Request for Visa Sponsorship Consideration (yes/no):

Start-Up Package (if applicable, must include source for funds):

Reason for Vacancy (new position, resignation, retirement, etc.):

Is this position supported by e-Campus funds?

PROGRAM INFORMATION

Degree Program/Major:

Professional Accreditation/Accreditor:

(Please note: If the position request is prompted by a professional accreditation requirement, please include 1) the standard or criterion that specifies faculty quantity minimums, etc. and 2) a link to the source of the standard/criterion.)

Department-Level Faculty Workload Information

	2020-2021	2021-2022
Tenure-Track		
Tenured		
Full-Time Instructors/Lecturers		
Clinical Faculty		
Full-Time Visiting Faculty		
Part-Time Faculty		
Graduate Assistants with Instructions Duties		
Graduate Assistants without Instructions Duties		

Program-Level Student Success Information (please only use data retrieved from the Office of Institutional Research, EKU Data Page: <https://ir.eku.edu/eku-data-page>)

Total Credit Hours			
Undergraduate			
Graduate			
Fall Enrollment			
Undergraduate			
Graduate			
Degrees Awarded			
Undergraduate			
Graduate			
Fall to Fall Retained/Graduated			
Undergraduate			
Graduate			
Graduation Rate			
Undergraduate			
Graduate			

NARRATIVE JUSTIFICATION (Please include professional accreditation expectations when relevant in justification narratives.)

1. Describe the instructional effort for the new faculty member, including courses to be taught and estimated enrollments. (Reminder: “The standard teaching load of full-time faculty members with the rank of assistant professor or above is 12 credit hours per semester for the fall and spring semesters or approximately 80% of the faculty member’s full-time workload. The typical workload expectation for scholarly/creative activities and service is approximately 20% of the faculty member’s full-time workload.”)
2. Provide details and a justification for the requested rank.
3. Describe efforts to enhance inclusivity and diversity in the academic unit and the recruiting strategies to be used for this position to help achieve those objectives.
4. Describe how this position will support the effectiveness and efficiency of the academic program.
5. Will this position reduce the number of part-time faculty, overloads, or other expenditures in your academic unit? If so, explain how and quantify the anticipated savings and how it will impact the college’s PT budget.

Suggested table to illustrate costs:

Current		Anticipated With Filled Position		Anticipated Without Position	
Part-time	Overload	Part-time	Overload	Part-time	Overload

6. Describe any other academic responsibilities this position may be responsible for, including online teaching, off campus or continuing education courses; teaching, professional development, clinical, or other supervision assignments; or course development.
7. Describe how the anticipated teaching and research interests of this faculty position will complement the collective education, skills, and experiences of faculty already in the academic unit. How will these teaching and research interests advance the overall curricular goals and research objectives for the program?
8. Describe how this position will involve and/or contribute to General Education, the Graduate School, or other cross-disciplinary efforts.
9. Please share any additional information regarding the position request.

DEAN JUSTIFICATION

Provide a narrative justification of support for the academic unit request, describing how the hire would support the strategic goals of the university, the college and the academic unit.