**New Faculty Position Request**

Please select the type of position requested. If requesting more than one position, please fill out a separate form for each position.

Tenure-Track

Full-time, non-tenure track, annually renewable

Multi-year visitor

One-year visitor

Part-time, one-year visitor

Part-time, annually renewable

Your name:

**Please submit your request to Brooke Stone** **by June 1.**

The hire of a new faculty colleague is one of the most important decisions we make. Therefore, before filling out this form, please discuss the questions below with your colleagues as you prepare a strong case for this request. Please limit your overall response to no more than two pages per position. Note that a vacancy (retirement, e.g.) does not guarantee a replacement nor does it dictate filling the position with the same expertise.

1. What will be the Academic Program home(s) for the new colleague?
2. Provide a brief (≤200 word) position description as might appear in a job posting for the position.
3. Use these guiding questions to help you build a strong case for a tenure-track or long-term, annually-renewable hire. Some questions may not be relevant to your particular request.
   1. What has your most recent self-study or external review revealed about your program needs?
   2. What areas of expertise would you hope to add and why? What areas of expertise might maximize the diversity of your applicant pool?
   3. How might this new position contribute to institutional priorities regarding difference, equity and inclusion? How would this hire help meet the needs of an increasingly diverse student body?
   4. What are some of the courses (existing and imagined) this new colleague might be expected to teach? How would this hire support our general education curriculum, including DLM, Exploration, and Connections courses?
   5. How might this hire contribute to interdisciplinary minors and/or other academic programs? Please describe any preliminary planning you’ve done with colleagues in other programs/majors/minors.
   6. How might this position allow for better preparation of students for graduate or professional school and/or career success?
   7. How many students are currently taught, majoring, or minoring in your program? If you predict that this hire would attract more students (current and/or prospective) into your program, please describe the evidence for this prediction.
   8. Would the hire require additional funding beyond salary and moving expenses? If so, please describe these expected needs (e.g., start-up funds for research, special computer capabilities, equipment and supplies for new courses, etc.).
4. For visiting positions:
   1. Why is the visitor needed (replacement for sabbatical, Stodghill, other)?
   2. If this position is a multi-year visiting position, what duration are you requesting and why?
5. Please describe the impact to your program and how you would adapt if this position is not approved. For example, would you seek a different type of position other than the one requested on this form?

NOTE: If your position is approved, you will be asked to submit a description of a search plan. This plan will include specific ways your program will recruit a diverse candidate pool and ensure a search process that values difference, equity, and inclusion. You will also need to identify target dates and strategies for the search and interview process.

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