

# James Madison University

## Office of the Provost

### Request for Faculty Position

The responsibility of allocating faculty positions in response to the ever-changing academic needs of the institution falls under the purview of 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 objectives 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:** Academic unit heads complete sections I-VII of the form and deans complete section VIII. Use this form for all full-time faculty positions: tenure-track and non-tenure-track including instructors, lecturers and librarians.

*For a one-year position, complete only sections I, II (questions #3, #4, #5, #7 and #8), III and IV. A new request form must be completed for a one-year position appointment that exceeds two consecutive terms unless extenuating circumstances as mutually agreed to between the dean and Provost dictate otherwise.*

*In the event of a failed search, an approved Request for Faculty Position form is good for two years from the date of approval unless extenuating circumstances as mutually agreed to between the dean and Provost dictate otherwise.*

*Do not submit a request form for positions associated with a new program proposal. Should the new program proposal be approved, additional instructions regarding the faculty position request forms will be provided at that time.*

**\*\*\*Before completing the form, academic unit heads must confirm with their dean that this position request should be submitted at this time.\*\*\***

**\*\*\*If this position request is approved by the Provost’s Office to recruit, attach a scanned copy of this completed form to the Request to Recruit (R2R) ePAR for the approved position.\*\*\***

Date:	Submitted by:	Phone:	Email:
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I. Degree Program, Academic Unit and College	
Major and Degree Program(s)	
Academic Unit/Department	
College/Unit	
Joint hire – Other area(s)	

## II. Narrative Justification

1. Describe how the new hire will support JMU's strategic plan and the goals of the academic unit and those of the college.
2. 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.
3. Describe how this position might reduce the number of bottleneck courses (over-enrolled or limited number of required courses offered to students) in your program.
4. Will this position reduce the number of part-time faculty in your academic unit? If so, are these part-time faculty particularly difficult to recruit and retain?
5. (If Applicable) Describe any other academic responsibilities this position may be responsible for. May include teaching online, off campus or continuing education courses; teaching, professional development, clinical or other supervision assignments; or course development.
6. 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? Describe any anticipated research/library acquisitions or services that will be needed for this new hire.
7. Describe how this position will involve and/or contribute to General Education, Honors College, The Graduate School or cross disciplinary efforts.
8. Do you have appropriate space (office and lab) for this new hire?
9. Other.

<b>III. Position Description</b>		
	Existing (if requesting a replacement)	Proposed
Job Title		
Position Number		
Classification (TT, RTA, etc.)		
Rank (Asst, Assoc, Full)		
Name of Incumbent		N/A
Reason for vacancy (new position, resignation, retirement, etc.)		
List of classes to be taught the first year		
Anticipated class enrollments for each class being taught		
Research area for tenured and tenure-track positions		
Tenure track justification (if applicable):		

<b>IV. Salary</b>	
Salary budgeted	
Salary requested	
Salary supplement (Endowed Chair, etc.)	
Summer course stipend guarantees (if applicable)	
Other (research support, etc.)	
Anticipated PT salary savings (if applicable)	
Other anticipated savings	

<b>V. Start-up</b>	
Start-up funds available in the academic unit or from a grant	
Start-up funds (other)	

<b>VI. Faculty Composition of Academic Unit</b>		
	Number	Average Teaching Load (courses per year)
Tenure-track		
Tenured		
RTA		
Ranks: # Assistants / # Associates / # Full Professors		N/A
Instructors		
Lecturers		
Visiting faculty		
Adjuncts		
Graduate assistants with instructional duties (serving as TAs or assisting in the classroom in some fashion)		
Graduate assistants with no instructional duties		0
Others with instructional duties		

<b>VII. Student Data (Previous Three Years)</b>				
<i>[Ref. statistical summaries, OIR tables or AA data metric queries]</i>				
	20	20	20	% change (avg)
Total credit hours generated				
Undergraduate				
Graduate				
Total first majors enrolled (headcount)				
Bachelor's				
Master's				
Specialist				
Doctorate				
Minors (if applicable)				
Minor Name				
Number of minors				
Total Number of Degrees Awarded				
Bachelor's				
Master's				
Specialist				
Doctorate				
Total Degrees				

**Completed By**

Signature \_\_\_\_\_  
Academic Unit Head

Date \_\_\_\_\_

**VIII. To Be Completed by the Dean**

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.

Signature \_\_\_\_\_  
Dean

Date \_\_\_\_\_

AUH Example Only