**Template for Tenure-Track Faculty Requests**

*(to be completed for each request by the dean using data obtained from CIE)*

1. Request priority:

This request is priority #\_\_\_\_\_\_\_\_\_\_ out of \_\_\_\_\_\_\_\_\_\_ requests from my school.

1. Name of School:

Name of Department:

Name of Department Chair:

1. Position requested

Department area/subdiscipline:

Rank:

1. Line information

*Indicate whether this position is intended to replace an existing vacant line or represents a new line. Provide any relevant additional information including description of vacant position—if relevant.*

1. Salary information

*Indicate anticipated by range/step and provide explanation.*

1. Anticipated startup costs and resources:
2. List courses the new hire is anticipated to teach during the first two years:
3. Enrollment in the major/area over last five years:
4. Current Faculty-major and faculty-student ratios:
5. Average class size in department/program:
6. Average percentage of seats in the department/program filled per class:

*Provide brief explanation if needed.*

1. Expected advising load for the new hire:
2. Percentage of students taught by adjuncts in the department/program during the past two years:
3. Describe faculty overload trends during the past two years:
4. Narrative in support of request

*Included in the narrative may be: how this position fits college/school/departmental mission; how this position will model teacher/scholarship; how this position would support interdisciplinarity--if relevant; how this position would contribute to liberal learning; whether this search failed in previous years and why?; direction of the field and how this position addresses it; other expected responsibilities of the position (e.g., program coordination); accreditation or certification issues related to this position; other relevant information.* ***Limit the narrative to a maximum of 3 pages.***