**PERSONNEL REQUEST FORM FOR FULL-TIME FACULTY POSITIONS**

**Objective: To aid in the prioritization of filling full-time faculty positions.**

The following questions are designed to help clarify and define the need and immediacy of a position. All requests, which are to be typed and organized into the following format, are to be forwarded to the Office of the Academic Dean.

**Name of Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**New Position Information:**

1. **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Semester Needed: Fall 201\_\_ Spring 201\_\_ Summer 201\_\_**
3. **Academic Area or Discipline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **List the courses that will be taught by the position:**

**a.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Describe how the filling of this position may fulfill the College mission. (Please cite enrollment/staffing data in support.)**

1. **All full time faculty positions require the formal advising of Students? How will this position help improve this service we provide at the College?**
2. **What is the current full-time: part time faculty ratio in this department and in this discipline?**
3. **Are there other considerations for the prioritization and filling of this position (e.g. accreditation, community needs, etc.?) Support your answer.**