Faculty Hiring Prioritization Request Form: Counseling

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| Department Name: | Division: |
| Department Chair: | Email: |
| Faculty Position Requested: |  |

Instructions: Department chairs complete the form below using information from the most recent Fall semester.

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| 1. Enter the number of students for the most recent Fall term relevant to your program. |  |
| 2. How many full-time faculty are in your discipline, including retiring faculty? |  |
| 3. How many growth positions in this discipline are being requested and prioritized before this position? Enter a 0 for a replacement position. Retirements and other departures can be considered replacement requests for up to three years. |  |
| 4. Calculation: (2) + (3) = |  |
| 5. Please provide a state-mandated or institutional set student per faculty target ration. This ration should take into consideration the “normal” duties of the faculty member, which may take them away from direct service to students. | 750 |
| 6. Complete the calculation [(1)-(5)x(4)]/(5) =  This number measures relative need for additional full-time faculty based on the current size of the discipline, factoring in other growth requests. |  |
| 7. Relative Need: [6/4] = |  |