Faculty Hiring Prioritization Request Form: Instructional

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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. How many additional full-time faculty can this discipline support towards reaching a 75/25 full-time to adjunct ratio? \*Use 75/25 Calculation Worksheet to determine number. |  |
| 2. How many approved hires within this discipline are currently unfilled? |  |
| 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. Complete the calculation = (1-2-3) = |  |
| 5. How many full-time faculty were employed in the discipline in the most recent Fall term? Count total number of full-time faculty and DO NOT subtract release time, sabbaticals, etc. |  |
| 6. Complete the calculation = 4/(2+3+5) in the box below (round to two decimal places). This number measures relative need for additional full-time faculty based on the current size of the discipline, factoring in other growth requests. |  |
| 7. Total: Completed calculation provides department relative need (answer from number 6): |  |