Faculty Hiring Prioritization Request Form: Library

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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 FTES for the most recent Fall term. |  |
| 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. The state-mandated or institutional set FTE per faculty ratio | 1454 |
| 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] = |  |