**FACULTY POSITION JUSTIFICATION**

Name of Prior Incumbent and Position # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenure Track (Yes/No): \_\_\_\_\_\_

Date of requested appointment: \_\_\_\_\_\_\_\_\_

Please provide the following information (attach data from the Institutional Research: Blazer Insights dashboard in MyVSU):

1. For the most recent five years available, please provide:

a. Headcount enrollments (majors: undergraduate, graduate, total)

b. Degrees awarded (undergraduate, graduate, total)

c. Semester hours generated in department (undergraduate, graduate, total)

d. Faculty FTE

e. Student/Faculty Ratio (FTES/FTEF)

f. Retention rate for FTFTF

1. What is the area of specialization/expertise needed? How does this differ from the person who most recently filled the position?
2. If this position should be advertised at a level above Assistant Professor, please explain the need.
3. For tenure-track positions: Please explain if you need to advertise minimum requirements without a terminal degree in hand by the date of appointment.
4. Does this position entail any non-teaching assignments for which there will be reassigned time? If so, what are these?

Boilerplate language to include in the minimum qualifications for faculty postings: “demonstrated commitment to excellence in teaching and learning, as well as scholarship” and “commitment to diversity and inclusion”.

REV: 9/2020