

This form is to be used to request approval to fill a faculty position. Position details should be attached (i.e., Job Summary, Essential Functions, Qualifications – Required, Preferred).

OVERVIEW			
Academic Year			
Contact Name			
Contact Email		Contact Phone	

JUSTIFICATION	
Current or Proposed Position Title New <input type="checkbox"/> Replacement <input type="checkbox"/>	
Proposed Start Date	
Purpose of Submission	
Department	
Program	
Faculty Being Replaced	
Anticipated Level of Appointment - Please provide Rank /Salary. Rank: Salary Range: Position Reports to:	

APPROPRIATENESS TO MISSION
<p><b>University Strategic Direction **</b></p> <ol style="list-style-type: none"> <li>1. Athens State University will offer relevant, viable, innovative, and high-quality academic programs for lifelong learning including degrees and credit and non-credit-bearing certificate and badge programs at the baccalaureate, graduate, and post-college continuing education levels.</li> <li>2. Athens State University will provide quality teaching and engaged learning in modalities that respect student preferences regarding time (schedule and degree of synchronicity) and place (on-ground location at the ACA or on the Athens campus vs. online vs. blended).</li> <li>3. Athens State University will recruit, retain and graduate a growing high-quality, diverse and successful student body.</li> <li>4. Athens State University will increase the quantity, quality and diversity of resources and allocate them efficiently on the basis of ROI to support the effective execution of goal-driven strategies.</li> <li>5. Athens State University will engage with its outside communities as an “anchor institution” resulting in reciprocal benefits.</li> </ol>
<p><b>Alignment with University Strategic Direction**</b> Please describe how the addition of faculty supports the strategic directions of the University. (Max 250 words)</p>
<p><b>Alignment with College Plan</b> - Please describe how the addition of faculty supports the strategic directions of the college. (Max 250 words) <i>Attach College Plan</i></p>

**Alignment with Department Plan** - Please describe how the addition of faculty supports the strategic directions of the department. (Max 250 words) **Attach Department Plan**

**DEMAND**

Please provide indicators of market demand for program completers. (Max 750 words)

**RESOURCE PLANNING**

Please provide a brief projection of resources necessary to support the request for faculty and the sources(s) of funding. (i.e. Space, equipment) (Max 250 words)

**PAST 5-YEAR ENROLLMENT TRENDS BY MAJORS WITHIN DEPARTMENT**

Please provide fall enrollment figures by degree type for the past 5 years. For data, go to the “Institutional Research & Assessment” webpage under the “About Us” tab and click on the red “Request Data” button at the bottom. <https://www.athens.edu/iras/> Enter data below and attach document received from IRAS.

	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year
Bachelors					
Masters					
Total					

**FUTURE 5-YEAR ENROLLMENT TRENDS BY MAJORS WITHIN DEPARTMENT**

Please provide projected enrollment trends by degree type for the next future 5 years. For data, go to the “Institutional Research & Assessment” webpage under the “About Us” tab and click on the red “Request Data” button at the bottom. <https://www.athens.edu/iras/> Enter data below and attach document received from IRAS. Provide rationale for future predictions.

FALL Year	FALL Year	FALL Year	FALL Year	FALL Year

Rationale:

**PAST 5-YEAR OF STUDENT CREDIT HOURS PER FTE TEACHING FACULTY GIVEN PROSPECTIVE ENROLLMENTS AND A NEW HIRE**

Please provide the past 5-years student credit hours generated per FTE teaching faculty for department, college and university. Also provide rationale for the likely future trend in student credit hours generated per FTE teaching faculty for department given prospective enrollment and a new hire.

For data, go to the "Institutional Research & Assessment" webpage under the "About Us" tab and click on the red "Request Data" button at the bottom. <https://www.athens.edu/iras/> Enter data below and attach document received from IRAS. Provide rationale for future predictions.

	<b>Past 5 Years</b>										
<b>Department</b> *Also provide likely future trend of student credit hours per FTE teaching faculty given prospective enrollments and a new hire.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year					
	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year						
<b>Future 5 Years</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Rationale:	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year						
FALL Year	FALL Year	FALL Year	FALL Year	FALL Year							
<b>Past 5 Years</b>											
<b>College</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year					
	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year						
<b>Future 5 Years</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year						
FALL Year	FALL Year	FALL Year	FALL Year	FALL Year							
<b>Past 5 Years</b>											
<b>University</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> <td style="text-align: center;">FALL Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year					
	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year						
<b>Future 5 Years</b>											

	FALL Year	FALL Year	FALL Year	FALL Year	FALL Year

Suggested Search Committee Members:

**Additional Comments:**

<b>Authorization signatures</b>	
Dean:	Date:
Provost/Vice President for Academic Affairs:	Date:
Please forward to HR Employment Specialist for review and submission to Budget/VP Finance.	
Budget /VP Finance Approval:	Date:
(After budget approval, please forward to HR Employment Specialist for submission to Cabinet)	

<b>Cabinet:</b> President's Signature _____	Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Date: _____
---	---------------------------------------	--	-------------

**For Office Use Only**

Received in HR: \_\_\_\_\_

Forwarded to Budget: \_\_\_\_\_

Cabinet Approved: \_\_\_\_\_

Posted: \_\_\_\_\_

VACA# \_\_\_\_\_