**Replacement & New Faculty Position Request Form**

Applications for new and replacement faculty positions will be evaluated separately by the criteria described below. Applications should address the criteria directly and in order, with accompanying supporting data. The order of the criteria is no indication of their relative weighting; each is important.

New faculty position recommendations to the Office of Academic Affairs are based on the following priorities:

1. Positions that would address current, pressing needs.
2. Positions that would address current needs as well as expand existing offerings.
3. Positions that add a new specialization.

**General Criteria**

New or Replacement:

If replacement, which faculty member is being replaced:

**Departmental-Specific Criteria**

Brief profile of the department within the context of the college.

Role of the position within department vision and college strategic plan.

Effect of the position on the departmental curriculum.

Effect of the position to address current course enrollments.

Enrollments, in applicable courses, for this position over the past 3 years (modify table, as needed). Include the capacity of each course (e.g., ENGL 319 enrollment might be 15 students in a course that has a capacity of 16. It would be recorded in the table as 15/16).

|  |
| --- |
| Enrollment in Departmental Courses |
| Course # & Name | 14FA | 15JA | 15SP | 15FA | 16JA | 16SP | 16FA | 17JA | 17SP |
|  |  |  |  |  |  |  |  |  |  |

Three years of data on the number of majors and minors.

Effect on majors and minors, and affiliated departments.

Effect on present adjunct staffing, if pertinent.

Attach your department’s load sheet.

**College-Wide Criteria**

Current departmental contributions to Linfield Curriculum and INQS courses.

Effect on Linfield Curriculum and INQS courses.

Impact on students from other departments and programs.