To: NSC Deans

From: Vickie Shields, Provost

Date: October 3, 2018

Subject: Full time Faculty Personnel Needs for 2020-21—**Due Friday, November 5, 2018**

Please provide a written summary of your upcoming tenure-track and fulltime lecturer hiring needs (new positions) to be searched in 2019-20 for a Fall 2020 start, by **Friday, November 5th**. This information will be used to make informed and strategic budget requests on the next cycle.

SUBMIT AS A WORD DOCUMENT. I will need to be able to manipulate the request electronically.

For each position address the following. Enrollment information will be provided by Institutional Research.

1. A brief rationale (250 words or less) that describes the key reasons the position needs to be filled, including but not limited to student demand, how it ties to NSC strategic initiatives, and accreditation requirements. This should be a concise summary of the more detailed information you provide below.

2. **Enrollment pressures and trends**: include the past five years of data on student credit hours (SCH) and the number of majors and number of graduates for all degree programs or disciplines in the department affected by the requested faculty line. Describe trends and provide a rationale for the position request.

To be provided by Institutional Research	SCH by Year (State funded)					
DEPARTMENT	COURSE LEVEL[1]	2012-13	2013-14	2014-15	2015-16	2016-17	Current year faculty-to-SCH ratio
Degree program (or relevant discipline, if there is no program)	1/200						
	3/400						
	5/600						
	Total						

---

[1] Courses in the major or relevant discipline affected by the requested faculty line.

To be provided by Institutional Research	Majors and Degrees Granted by Year						
DEPARTMENT	STUDENT LEVEL	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Degree program (or relevant discipline, if there is no program)	Majors						
	Bachelor's Degrees						

3. **Programmatic coverage** (existing and/or new programs): include a description of how the position fits within the academic array—that is, how the position supports undergraduate and/or graduate programs.

   For all positions requested, include a summary table that shows the current distribution of all full-time positions within the academic unit.

DEPARTMENT/UNIT	Professor	Associate Professor	Assistant Professor	Lecturer	Total Full-time	Part-time	Full-time to Part-time ratio
Sample 1	1	3	3	0	8	12	0.67
Sample 2	4	6	6	1	20	25	0.8

1. **Strategic initiatives, including support for department, college, and university goals**: what strategic initiatives does this position support at the department, school, or college level? What goals does this position support at the department, school, or college level?

2. **Compliance with accreditation standards (including recommendations from outcomes assessment)**: does this position relate to accreditation standards/outcomes assessment recommendations, and if so, what are the implications?

3. **Advancement of diversity goals**: what diversity goals does this position support at the department, school, or college level? Is there evidence of a diverse pool of candidates?

4. **Enhancement of opportunities for grants and gifts**: describe if there are external funding opportunities that are associated with this position.

5. **Expected salary range:**