

**STAFFING REQUEST**  
**ACADEMIC YEAR 2015-2016**  
**DEADLINE FOR SUBMISSION: FRIDAY, JANUARY 22, 2016**

**DEPARTMENT OR PROGRAM** \_\_\_\_\_

**REQUEST MADE BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TYPE OF STAFFING REQUEST (CHECK ONE)**

\_\_\_\_\_ New position

\_\_\_\_\_ Vacant position

**NUMBER OF POSITIONS REQUESTED** \_\_\_\_\_

**ONE SENTENCE DESCRIPTION OF EACH REQUESTED POSITION** (this description will eventually be included in the list of staffing requests made and will be posted on the Provost's web site):

**PLEASE PROVIDE THE FOLLOWING INFORMATION IN MAKING YOUR STAFFING REQUEST.**

- 1) The names of the tenured and tenure-track faculty (FTE) in or affiliated with the department or program and a brief description of how they contribute to the department/program.
- 2) The strengths of the department or program. Describe whether the department or program has unique or unusual features that enhance its identity and distinctiveness among departments or programs at other small, liberal arts colleges. It would be helpful in addressing this section to provide information from a recent external review and/or to provide curricular information from peer institutions.
- 3) How the department/program supports the mission of the College and its strategic initiatives as well as how the department or program supports the Common Course of Study.
- 4) Any other characteristics or outcomes of the department or program that should be known in the context of this staffing request.
- 5) Describe the current or future needs of the department or program and how the requested position addresses these needs.
- 6) Describe how the requested position advances the College's mission and strategic initiatives (including initiatives to attract and support a diverse campus community). If applicable, also describe how the requested position addresses the needs and/or future plans of other departments or programs.
- 7) If approved, what additional resources will be required to support the requested position (e.g. office space, laboratory space, equipment, technical support, and budget)?
- 8) Any other relevant information.

*Please include as an Appendix the data for your department or program supplied by the Office of Institutional Research.*