

*Office of the Provost*

**Staffing Requests**

**for Searches in Academic Year 2020-21**

**(New Hires Arrive in Academic Year 2021-22)**

**Deadline for submission: Friday, February 21, 2020**

**Department or Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Request made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Staffing Request (check one)**

\_\_\_\_\_ New tenure-track position

\_\_\_\_\_ Vacant tenure-track 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).

**One paragraph summary rationale for each position.** Please give a concise rationale for each request. The supporting details should appear among your responses to the prompts below.

**Please provide the following information in making your staffing request.**

1) Describe the current and future enrollment demands and curricular needs of the department/program and how the requested position addresses these needs.

2) Describe how the requested position advances the College’s mission and strategic initiatives (including initiatives to attract and support a diverse campus community) and if applicable, also describe how the requested position addresses the needs and/or future plans of other departments/programs and the Common Course of Study.

3) How the department/program supports the mission of the College and its strategic initiatives as well as how the department/program supports the Common Course of Study.

4) The names of the tenured and tenure-track faculty (FTE) in or affiliated with the department/program and a brief description of how they contribute to the department/program.

5) The strengths of the department/program. Describe whether the department/program has unique or unusual features that enhance its identity and distinctiveness among departments/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.

6) Any other characteristics or outcomes of the department/program that should be known in the context of this staffing request.

7) If approved, what additional resources will be required to support the requested position (e.g. office space, laboratory space, equipment, start-up funding, technical support or animal care, operating budget)?

8) Any other relevant information.