



# FACULTY STAFFING REQUEST FORM

## Qualitative Criteria

**School:**

**Department:**

**Position:**

1. Potential Load (*FTE, Courses, number of sections; no need to submit days/times of teaching schedule at this time*):
2. Availability of qualified hourly faculty to teach:
3. Is this a program with no FT faculty or a single FT faculty or a new program? Areas where additional expertise is needed:
4. What will be the impact on the program and the College if this position is not filled?
5. Other compelling factors not identified in responses 1-4 above:
6. Position was identified in last review cycle: Yes or No  
(Include pasted materials from last program review or annual update that demonstrate the need for this position.)



# FACULTY STAFFING REQUEST FORM

## Qualitative Criteria

### Rubric for Evaluating Faculty Staffing Request - qualitative

Description	0 Point	1 Point	2 Points	Score
Potential Load	<i>Load not clearly defined or not available</i>	<i>Sufficient number of classes available as measured by evidence that 100% load available</i>	<i>More than sufficient number of classes available as measured by evidence that 160% load available</i>	
Availability of Qualified Hourly Faculty to Teach	<i>PT applicant pool is strong</i>	<i>Some challenges attracting PT faculty are identified</i>	<i>Multiple challenges attracting PT faculty are identified or absence of qualified PT faculty</i>	
Areas where additional expertise is needed	<i>No area of expertise identified</i>	<i>Areas of expertise are identified</i>	<i>Areas of needed expertise are identified and the need is compelling-defined as a new program, a program with single FT faculty, or a program with no FT faculty</i>	
What will the impact on the program and the College be if this position is not filled?	<i>No or minimal negative impact on the program or college was identified</i>	<i>A moderate negative impact on the program or college was identified</i>	<i>Significant negative impact on the program or the college was identified</i>	
Other compelling factors not identified in this rubric	<i>No additional compelling factors were identified</i>	<i>Some additional compelling factors were identified that don't result in catastrophic outcomes for the program</i>	<i>Some compelling factors were identified that may result in catastrophic outcomes for the program</i>	
Program review – as a part of our integrative planning process was this position identified as a need during the last review cycle	NO	YES	NA	
<b>Total Points</b>				