



# FACULTY STAFFING REQUEST FORM

## Qualitative Criteria

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**School:**

**Department:**

**Position:**

**Number of FT Faculty:**

**Number of PT Faculty in Fall 2021:**

1. Potential Load **“and/or Potential Direct Student Contact”**: (*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 and serve students
3. Why is it important to have a FT faculty in this role?
4. Areas where additional expertise is needed:
5. What will be the impact (students, program, College, other) if this position is not filled?
6. How does this position help fulfill the mission of the college and our commitment to antiracists practices?
7. Other compelling factors not identified in responses 1-7 above:

The position was identified in a previous program review: Yes or No

If no, what changed necessitating a request for a full-time faculty member?



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## Qualitative Criteria

To be updated after the above criteria are approved.

### 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>	