

Integrated Planning and Budget Committee (IP&B)
Recommendation on Emergency Requests for Faculty Hiring

August 11, 2015

Proposal

Emergency requests occur in rare circumstances in which an unexpected vacancy might either lead to a failure to meet accreditation requirements, or to an inability to fulfill the responsibilities of the position (even temporarily) due to lack of qualified adjunct faculty.

If (per the process outlined below) it is determined that the request is not an emergency, the department should follow the steps for submitting an out-of-cycle request.

(I deleted the explanation paragraph re: out-of-cycle requests – I don't think it's necessary here)

1. The department must make a specific request for an emergency hire to the Dean. Emergency requests should include a statement of need outlining a justification for the department retaining the position outside the normal process. The justification should include reference to the following data:
 - a) Accreditation or Regulatory / Safety Requirements
 - b) Availability of Qualified Adjuncts (+