

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 lead to a failure to meet accreditation requirements or an inability to fulfill the responsibilities of the position (even temporarily) due to lack of qualified adjunct faculty. If the request does not qualify as an emergency request, the requester should follow the steps for submitting an out-of-cycle request.

Requests for new faculty hires are normally made during the annual Program Review cycle. However, unexpected vacancies occasionally arise (e.g. due to retirement, resignation, death or long-term disability), and consequently, new hire requests fall outside the Program Review cycle.