

Background

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. This would be an exception to the standard process where vacant positions go into a pool to be re-prioritized by the college as part of the normal hiring cycle.

Steps for out-of-cycle requests to fill vacant faculty positions:

1. The department must make a specific request for an out-of-cycle hire to the Dean.

Statement of need – department should attach the most recent PR Data Sheet and written justification for the department retaining the position outside the normal process.

Review the Out of Cycle Hiring Prioritizations Criteria Guidance at the end of this document for more information.

Refer to the data sheets and the Instructional PR Data Summary spreadsheet when completing the statement of need that addresses these elements, where appropriate:

- a) Sole Full-Time Faculty Member
- b) Enrollment Trends
- c) Student Impact and Effect on Ability to Graduate (equity data required...)
- d) Programmatic Considerations (for AD-Ts, etc.)
- e) Reflection on Institutional Priorities (FTES, Online, Equity, EMP)

2. A) Division Support strong support moderate support low support

B) Dean Support strong support moderate support low support

Dean's Comments:

3. Vice President recommendation to PaRC.

Support _____ Do Not Support _____

draft