

F O - -C H P R F

N 20, 2015

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

the position outside the normal process.

f) Reflection on Institutional Priorities (FTES, Online, Equity, EMP)

- Review the Out of Cycle Hiring Prioritizations Criteria Guidance at the end of this document for more information about each element.
- \*Refer to the data sheets and the Instructional PR Data Summary spreadsheet (containing 3 years of data on Enrollment, Percent Full-time Faculty, Full-time FTEF, Number of Sections, and Course Success Rates)

2. Forward the statement of need to your division and dean:

A) Division Support Yes / No

B) Dean Support Yes / No

Dean's Comments:

3. Vice President recommendation to PaRC.

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