

Integrated Planning and Budget Committee (IP&B)
Recommendation on Out-of-Cycle Faculty Prioritization Requests

August 11, 2015

Proposal

When faculty retire or leave the college, the resulting vacant position normally goes into a pool to be re-prioritized by the college during our regular Program Review / resource allocation processes. Similarly, requests for new faculty hires are normally made during the annual Program Review cycle. However, unexpected vacancies occasionally arise at other times during the year (e.g. due to retirement, resignation, death or long-term disability), and create the need for exceptions to the regular process. IP&B recommends the following 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. Out-of-cycle requests should include a statement of need outlining the justification for the department to retain the position rather than releasing it back into the pool for consideration during regularly scheduled program review and resource allocation processes. The justification should include reference to the following

Approved by PaRC on XX/XX/15