



Faculty Search Requisition

T/TT Pro Forma

Date:

School or Division:

The purpose of the pro forma is to provide a written record of the need for, and expectations of, new positions. Pro formas will be reviewed by the academic deans, who will make recommendations to the provost regarding which position requests should go forward to President's Council.

This is a fillable form. To save work in progress (if not completing in Adobe Acrobat), print this form as a PDF by selecting *Print>Change>Save as PDF or Adobe PDF*.

The Office of the Provost will furnish units with data necessary for responding to the question about enrollment justification. Please make your requests to Craig Chamberlain (chambeca@plu.edu), anticipating 5 days turn-around for such requests.

Department (if applicable):

Position Title:

New positions typically have a base entry-level salary and a 1.0 FTE load. If requesting something other than typical salary/please justify:

Is this a replacement for an existing position?

If yes, who is being replaced?

Yes

No

Field/Area of Specialization:

List courses the new hire would be expected to teach:

Would this position create any guaranteed contribution to other academic programs?

Yes

If yes, which programs?

No

What is the expected level of university support for the new hire's research or scholarship (including start-up costs, ongoing expenses, and university facilities)?

Drawing on data provided by the Office of the Provost, provide a justification for the position based on trends in your area:

What is the connection of this position to the unit's strategic plans, initiatives, or ambitions?

How does this position contribute to the fulfillment of the university's mission and strategic plans?

How will this position reflect PLU's commitment to diversity and inclusion?

What are the consequences to your curriculum if you do not have this position in any capacity? (What courses may not be taught, how would this affect class sizes, accreditation, etc.)

Will this position play any unique service role in the unit and/or the university?

Name: School or Division Dean

Name: Department Chair

For Provost Office Use Only

Approved hiring salary/Comments

Approved start-up contribution/Comments

Approved for search?

- Yes
- No

Rank

Base Salary:

Position Number

Account Number: