



# Faculty Position Request Form - T

NEW T/TT Faculty Pro Forma

Academic Year:

Term of Appointment:

Date:

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.

**Instructions:**

**Step 1:** Contact Craig Chamberlain ([chambeca@plu.edu](mailto:chambeca@plu.edu)) to request enrollment data for your academic area. Anticipate a 5-day turn-around for requests. Pro formas received without enrollment data are considered incomplete and will not be reviewed.

**Step 2:** Complete sections A-E. Note: Enrollment data should be entered in Section E, Question #2.

**Step 3:** Following review, approval and signature by the Dean please submit the completed justification form to the Office of the Provost.

## A. Position

**Position Title:**

**School/Division:**

**Department:**

**FTE Requested:**

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

## B. Position Status Choose from options 1 & 2

1.  Request is for a **NEW** position (mark all that apply):

Enrollment pressures  Curricular needs  Other

2.  Request is for a **REPLACEMENT**, for a previously filled position (complete the following):

a. Name of member who is leaving:

b. Rank of member who is leaving:

c. Reason:  Retirement  Resignation  Other (If other, please specify below)

This request was previously submitted (specify date):

This request is due to a failed search (specify date):

## C. Salary/Funding

%	FUND	ORG	ACCOUNT	PG	Annual Salary

Projected start-up funding requested: \$

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## D. Course Information

List courses the new hire would be expected to teach:

New courses (include courses that are a response to market trends):	Regularly scheduled course(s):	Course(s) only this hire could teach:

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## E. Justification for Position

1. This position will create guaranteed contribution to other programs (Gen Ed, IHON, Other):

2. Drawing on data provided by the Office of the Provost, provide a justification for the position based on trends in your area (Enrollment data should be included here):

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

4. How does this position contribute to the fulfillment of the university's strategic plans, initiatives, or ambitions?

5. How will this position contribute to PLU's commitment to diversity and inclusion?

6. 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.)

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



**APPROVAL Signatures:**

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Provost: \_\_\_\_\_

Date: \_\_\_\_\_

