



# Faculty Position Request Form - V

## NEW Visiting 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 contingent (0.5 or above) lines. Requests will be reviewed by the Provost, who will make recommendations to the President's Council for final approval of any with-benefits positions.

**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-D. Note: Enrollment data should be entered in Section D, Question #3.

**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: \_\_\_\_\_ for:  Academic Year

**OR**

Fall \_\_\_\_\_ J- JTerm \_\_\_\_\_ Spring \_\_\_\_\_

### 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     Sabbatical     Resignation     Other (If other, please specify below)

### C. Salary/Funding

%	FUND	ORG	ACCOUNT	PG	Salary

Salary of faculty being replaced (if applicable): \$ \_\_\_\_\_

## D. Courses in load.

1. Which specific courses will this position be expected to teach, in which terms?

FALL 2019	J-TERM 2020	SPRING 2020

2. What programs do each of these courses serve (e.g., elective in major/minor, required for major, contributions to programs outside of the department)?

COURSE	PROGRAM(S) COURSE SERVED

3. Using data provided by the Provost's Office, list the 10th day enrollment numbers for the position's assigned courses for the past 3 times it was offered.

COURSE	ENROLLMENT 1 (Semester, Year)	ENROLLMENT 2 (Semester, Year)	ENROLLMENT 3 (Semester, Year)

**4.** What are the consequences to your curriculum/other programs if you do not have this position in ANY capacity?

**5.** What challenges exist in trying to fill this role in a course-by-course basis?

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**APPROVAL Signatures:**

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

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

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

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

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

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