 **Faculty Position Request Form - CV**

 **Continuing Visiting Faculty Pro forma**

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| --- |
| Academic Year: Choose an item. |
| Term of Appointment: Choose an item. |

*The purpose of the pro forma is to provide a written record of the need for, and expectations of, continuing contingent (0.5 or above) lines. All requests are considered recommendations to hire. Final hiring approval is at the discretion of the Provost.*

 ***Instructions:*** *This is a fillable form. Please click field to enter text.*After review, save a copy for your records using “Save As” option. Print and submit this form along with the **Faculty Contract Recommendation Form** and **Course Assignment Sheet.**

# Position

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Name  | PLU ID  | Choose an item. | Enter Dept.  |
| **Name** | **PLU ID**  | **School/Division** | **Department** |
|  |  |  |  |
| **Title:**  |  Choose an item.  |
| **Position Number:** |       |
| **FTE:**  |       |
| **Base Salary:** | $ |
| **Annual Salary:** | $ |

# Justification (Refer to completed Course Assignment Sheet and enrollment data in Academic Dashboard for Questions 1 & 2)

1. 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** |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

1/2

1. Using data from Academic Dashboard, provide enrollment information for the position’s assigned courses for the past 3 times it was offered.

If more lines are needed, hit enter after last entry for additional rows. Only rows (not cells) will populate.

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **ENROLLMENT 1 (Semester, Year)** | **ENROLLMENT 2****(Semester, Year)** | **ENROLLMENT 3****(Semester, Year)** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|       |       |       |       |

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

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|       |

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

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|       |

2/2



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| Academic Year:       |
| Name:       |
| School/Division:       |
| Department:        |

Course Assignment Sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  TERM |  SUB/COURSE#/SEC |  TITLE |   CREDITS |  LOAD\* |  FTE\* |
|   | Sub/Crs/Sec | Click to enter Text  | CR |  LD  | FTE |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
| Term |   |   |   |   |   |
|  |  |  TOTAL: |   |   |   |

\*Standard Course Load and FTE Assignment:

* 4-credit course = 1.00 course load = 0.167FTE
* 3-credit course = 0.75 course load = 0.125FTE
* 2-credit course = 0.50 course load = 0.083FTE
* 1-credit course = 0.25 course load = 0.042FTE

If the course load and/or FTE assigned to any course listed above does not correspond to this standard, please explain below:

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