



# Faculty Position Request Form - T

NEW T/TT Faculty Pro Forma

Academic Year: Choose an item.

Term of Appointment: Choose an item.

Date: Click or tap to enter a date.

The purpose of the pro forma is to demonstrate the need for, and expectations of, TT positions based on a unit's evolving curricula and responsive to university priorities. Pro formas will be reviewed by the college deans and associate provosts. After conferring with the college deans and associate provosts, the provost will then determine the position requests to be forwarded to President's Council for consideration.

**Instructions:**

**Step 1:** Contact Craig Chamberlain (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 & B. Note: Enrollment data should be entered in Section B.

**Step 3:** Following review and approval by the college dean, submit the completed form (as a pdf) by email to [provost@plu.edu](mailto:provost@plu.edu). Completed pro formas are due no later than 5pm on Friday, Mar 25, 2022.

## A. Position & Salary/Funding

**Position Title:** Choose an item.

**College:** Choose an item.

**Unit:**

Positions typically have a base entry-level salary and a 1.0 FTE load. If requesting something other than typical salary or 1.0 FTE, please explain:

Is this position currently within the budget of the department/program FTE or is this an addition to the current department/program FTE?

Choose an item.

If this request was previously submitted or due to a failed search, please specify the date it was previously submitted or when a search was conducted as well as what is new/different about this request:

### Salary/Funding

%	FUND	ORG	ACCOUNT	PG	Annual Salary

Projected start-up funding requested: \$

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## B. Curricular Goals/Plans, Courses, & Enrollment Context

### Curricular Goals/Plans

Describe the unit's curricular goals/plans and how this hire will contribute to and/or advance them. It is expected that these goals/plans and hire will also directly contribute to the university's priority to "continue to evaluate, update, and revise curricula for Black and Brown students to see and experience themselves in learning and in the community at PLU, and to decenter whiteness as a default in on-campus life" from the [Seven Actions for Institutional Equity and Anti-Racism at PLU?](#)

For example, if a hire with expertise in organic chemistry is needed, the unit might search for someone whose teaching and/or research interests address the impacts of chemistry in diverse and/or global contexts. A position description that is directly seeking such candidates could attract applicants who look at how the values that humans have attributed to certain specific organic chemical compounds (sugar, natural products from spices, morphine, cocaine, cellulose [in cotton], petroleum, rubber, caffeine, etc.) have been primary economic driving forces for slavery, colonialism, and environmental exploitation in tropical areas. It could also attract an applicant who addresses how the body of knowledge developed by indigenous peoples about plants and fungi with medicinal properties throughout the world has directly informed the development of pharmaceuticals and other treatments for illnesses and chronic diseases.

Most professional organizations have initiatives to diversify the curriculum and/or professoriate; consulting them may also be helpful in crafting the unit's curricular goals/plans so that they contribute to PLU's commitments for institutional equity and anti-racism.

### Courses

List the specific courses, including new courses, this position would teach that reflect the curricular goals stated above:

List any other course(s) this position would regularly teach, as reflected in the unit's two-year course cycle. Attach an up-to-date two-year course cycle to this form:

It is expected that all new undergraduate hires will increase or sustain current unit contributions to FYEP, IHON, and/or specific IDIS programs. Please identify one or more courses this hire will contribute to these programs. If this position will free up other faculty in a unit to contribute to FYEP, IHON and/or specific IDIS programs, please identify who will be made available and what course(s) they will teach. (It is anticipated that the attached two-year course cycle will reflect this information.)

If the teaching load is anticipated to be less than six courses/year, please explain.

**Enrollment Context**

Drawing on data provided by the Office of the Provost, provide a justification for the position based on recent past and projected future demographic and enrollment trends in your unit. (Enrollment data should be included here. Provide any specialization and/or accreditation considerations, as needed.)

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**Submitted by:** Click or tap here to enter name.

**Date:** Click or tap here to enter text.

**Signature:** \_\_\_\_\_

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**Reviewed & Approved by:**

**College Dean:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Signature:** \_\_\_\_\_

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**FOR OFFICE OF THE PROVOST USE ONLY:**

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**Received Date:** Click or tap to enter a date.

**Two-Year Course Cycle Included:** Choose an item.

**Status:** Choose an item.

**Status Date:** Click or tap to enter a date.

**Comments/Notes:**

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**Approved Salary Range:** Click or tap here to enter text.

**Approved Rank:** Click or tap here to enter text.

**Approved Start Up Funds:** Click or tap here to enter text.

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**Final Status:** Choose an item.

**Final Status Date:** Click or tap to enter a date.

**Comments/Notes:**