Department/Office: Click or tap here to enter text.

1. Position status (check one)

New

Replacement for existing position.

If replacement, provide name, rank/position, and salary current/last incumbent:

Click or tap here to enter text.

1. Rank/Title of requested position: Click or tap here to enter text.

Position # (if existing position): Click or tap here to enter text.

Category:

Faculty (if checked, indicate tenure status)  Administrative staff

Faculty tenure status (check one):

Tenured/tenure track

0.8 Appointment

1.0 Technical faculty

1. Rationale for position, including a review of credit hour activity and workload analysis (please attach for faculty positions) and a **brief narrative of how the position contributes to advancing the University’s Mission and Strategic Plan**. Click or tap here to enter text.

Rationale and support for faculty position requests should include the following:

* 1. Productivity measures

# of declared majors over five years

# of declared minors over five years

# of degrees awarded during the most recent five academic years

# of essential learning credit hours taught

Total Credit hour activity (in annual data)

* 1. Workload analysis: # of course credit hours and associated course credit hours/year by:

FT T/TT faculty; .8 faculty; lecturers (in annual data)

FTES:FTEF (in annual data)

1. Start date (month/year): Click or tap here to enter text.

If previously vacant, has the position been used to support a temporary appointment?  Yes  No

1. Appointment length (check one):  9 month  12 month
2. Estimated salary (excluding benefits): Click or tap here to enter text.
3. Source of funding, if new position:

Click or tap here to enter text.% General Fund: Org #:Click or tap here to enter text.

Click or tap here to enter text.% Sponsored Program/Grant/BOCES: Org #: Click or tap here to enter text.

Click or tap here to enter text.% Other: Click or tap here to enter text.

1. If applicable, list courses expected to be taught (course number, title, credits, projected average enrollment), **as well as any anticipated leadership and/or service activities:**  Click or tap here to enter text.
2. Additional requirements, if applicable, with justification:Click or tap here to enter text.

Department Head/Unit Head: Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Recommendations/Approvals: |  |  | Position # |
|  | Vice President | Date: |  |
|  | President | Date: |  |
|  | Budget Director | Date: | \_ |