Departments seeking authorization to hire a new colleague for a full-time, long-term faculty position (tenure track or consecutive term) should make the case for the position they wish to fill by providing the information requested here. In order to help every program make its strongest case, this document identifies types of information that will be considered in making these decisions. You do not need to explicitly address every question; successful cases will be those that most strongly tie the request to information derived from strategic planning, enrollment patterns, and assessment-informed efforts toward ongoing improvement, as described below. Please make the case in no more than four pages counting this cover sheet. If more information is desired, it will be requested.

If requests are initiated by departments, they should be submitted to your dean at a time determined within your school or college, but not later than the end of the spring semester in the year prior to the academic year in which the proposed recruitment would occur. (For example, requests to hire faculty for Fall 2018 should be submitted to the Provost by June 1.) Each request should be prepared such that it can be understood by school or college personnel and by the Deans’ Council, where it will be discussed as part of the process leading to the decision. Decisions typically will occur in late summer.

Date ____________________________  Prepared by________________________________________

Department ___  Rank requested _______

Suggested salary range¹ _________  Starting term_______________________________

☐ Tenure-Track  ☐ 9-month appointment
☐ Consecutive Term  ☐ 12-month appointment

1. Proposed position description (not more than 100 words):

¹ For starting salary, estimate a range of 92-100% of the median for rank and discipline.
Address the issues raised in questions 2 through 6 in no more than three separate pages. Some of the specific questions may not be relevant to the position you are proposing. If that is the case, it is not necessary to address that specific question.

2. **Department, College/School, and University Mission and Strategic Direction Considerations**: How does the position description relate to the relevant mission statements of the academic unit where the position would reside? How would this position serve the strategic direction of the discipline or department and the University? Is this request part of the relevant continuous improvement plans? If this is a new position, has funding been requested for the relevant fiscal year budget?
   a. **Department/Discipline**: If this request is the consequence of findings derived from the program’s assessment plan, program review, or accreditation, please describe the need identified in the review and how this request will play an important role in addressing it. What will be the consequences of not addressing it?
   b. **College/School**: Drawing evidence from the program’s Annual Report, describe existing data and projected trends for enrollment including number of majors, credit hours taught, curriculum changes, and other data that are relevant. Using the relevant program’s “course maps,” identify current or projected course offering needs. Evaluate this evidence in the context of current faculty complement and recent or upcoming changes in that complement (e.g., future resignations or retirements that have been announced).
   c. **University**: How will the position assist with the Drake Curriculum (FYS, Engaged Citizen experience, courses that satisfy Areas of Inquiry)? Be specific about the contribution and the commitment. Was the position configured consistent the goals of the Quality Initiative? If so, how?

3. **Interdisciplinary and Collaborative Programs**: How will the position support programs in other colleges and schools at Drake University? Is this case statement the consequence of collaboration between programs? If so, please identify the programs/faculty that will be served by this position or contributed to its preparation and support its presentation. If the position contributes to multiple programs, what role will those programs have in the scheduling of courses and performance review of the faculty member?

4. **Adjunct Faculty Considerations**: In the context of Drake’s objective to have full-time faculty in classrooms wherever possible, address the issue of the use of adjunct faculty. Using information from the Annual Report, identify the proportion of courses in this program is currently taught by adjunct faculty, both in recent years and in the future (in the absence of the requested appointment)? Are qualified adjunct faculty members available to teach the courses that would be taught by the proposed position? Would filling the proposed position reduce the use of adjunct faculty in the department? If so, which courses currently taught by adjunct faculty would become part of the regular responsibilities of the proposed position?

5. **Timeline**: What is the proposed recruitment timeline if the position is authorized (including dates of key professional meetings where interviewing of candidates could occur)? What is the last date at which a search could begin and have a high probability of success?

6. **Context for Success**: a. **Space and Support**: Has an office been identified for the prospective faculty member? Does the University have appropriate facilities for the type of scholarly work the prospective faculty member would do? Is laboratory, studio, or other space required? If preparation of space is needed (beyond the usual cleaning and painting), what are the approximate costs? Would the proposed position change the program’s needs with respect to the library? What level of start-up funds, if any, would be required to create the context where the new faculty member could be expected to be successful? b. **Climate**: Does the hiring department/unit have support structures in place (e.g., mentoring program) to help new faculty succeed?

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2 Although it is possible that the resources required to create a context for success for a new colleague would be prohibitive, this will not typically be a primary consideration in deciding whether to make an appointment in a particular discipline or specialty. The information provided here will primarily be used to inform resource planning once faculty position allocation decisions have been made.