

**Case Statement for Authorization to Fill Faculty Position FY24**

Due to Dean: April 15, 2022

Due to Provost: May 14, 2022

Decisions by June 30, 2022

Departments seeking authorization to hire a colleague for a tenure track or consecutive term faculty position should make the case for the position they wish to fill. Please be complete yet concise. If you feel the need to include appendices, please think twice.

# **Informational: HLC Guidance on Faculty Roles and Qualifications**

**(**You may delete this section from your final case statement.)

* Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
* Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.
* Instructors teaching at the doctoral level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations.

# **Cover Page**

* Date submitted:
* Prepared by:
* Department:
* Faculty rank of proposed new hire:
* Salary range – Please leave blank. This will be filled in by the Dean (estimate a range of 85-100% of the median for rank and discipline):
* Starting date:

Proposed position:

* Tenure-Track
* Consecutive Term
* 9 Month Appointment
* 12 Month Appointment
* Position responsibilities other than teaching (e.g., clinical work, advising, outreach):
* Course credit hours per year (year one and subsequent years; include typical course load for faculty in the unit):
* New Position
* Position replaces existing tenure track or consecutive term (if requesting new position, please skip to next question regarding Proposed position):
  + Current position # (from HR):
  + Person holding line currently or most recently:
  + Current salary for the line:
  + Courses currently taught and enrollment per course for the previous five years.

# **Narrative**

Academic program and department:

# 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 a role in addressing it.

# For CBPA or other accreditation agencies with similar requirements, include detailed data on faculty sufficiency percentages for each program affected by this hire.

# Describe data trends for enrollment including number of majors, student credit hours (SCH) attempted, SCH taught, curriculum changes, and other data that are relevant.

# Identify current or projected course offering needs. Evaluate this evidence in the context of current faculty complement.

# How will the position assist with the Drake Curriculum (FYS, Engaged Citizen experience, courses that satisfy Areas of Inquiry)? Be specific about contribution and commitment.

# Interdisciplinary and Collaborative Programs: How will the position support programs in other colleges and schools at Drake University? Describe collaboration between programs if appropriate. Does the person in this position teach courses in Women’s and Gender Studies, or the Honors program? If the position contributes to multiple programs, what role will faculty members in those programs have in scheduling courses and performance review?

# 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. Identify the proportion of courses in this program is currently taught by adjunct faculty.

# 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?
* Will this position replace adjuncts or visiting line (if yes, please include total salary currently used to support courses that will be taught by the person in this position):

# **Search Timeline/Plan**

* Projected search budget
* Dates of any key professional meetings where candidates might be contacted
* Text for advertising
* Proposed sites and estimated costs for advertising
* Plan to diversify the candidate pool – specific search strategies
* Last date at which a search could begin and have a high probability of success

# **Space and Support**

# Identify office space.

# Describe appropriate facilities necessary (e.g., laboratory, studio). If preparation of space is needed (beyond the usual cleaning and painting), include approximate costs.

# This case will be reviewed by the Cowles Library and ITS staff, to determine available and necessary resources. Please provide information that will assist them in conducting an accurate review.

# Describe start-up funds, if any.

# Amount, source, timeline from Provost’s budget

# Amount from College, School, departmental budget

# Purpose (can be general or specific)

# Climate: Describe College, School, departmental support in place (eg., mentoring program)