Department Name  
Executive Summary for Full-time Faculty Hiring Requests

Date

# Please complete each section

## Department Overview

|  |  |
| --- | --- |
|  | **Mission & Vision:** |

## Instructional Mission Overview

|  |  |
| --- | --- |
|  | **Degrees Offered:**  **Minors/Certificates Offered:**  **Instructional Demands, Opportunities, and Challenges:** |

## Research and Scholarship Overview

|  |  |
| --- | --- |
|  | **Major Areas/Concentrations for Research and Scholarship:**  **Current and Potential Opportunities for Extramural Funding:**  **Research and Scholarship Opportunities and Challenges:** |

## Outreach and Service Overview

|  |  |
| --- | --- |
|  | **Major Outreach and Services Provided:**  **Outreach and Service Opportunities and Challenges:** |

## Opportunities and Strategic Plans for Department and College

|  |  |
| --- | --- |
|  | List any opportunities, current or future, and how they relate to minor, major, certificates, new programs, etc. Also include other additional opportunities and their alignments with Departmental, College, and University strategic plans, including the Research Priority Areas (where applicable) (please bullet each point). |

## Hiring Request Priorities

|  |  |
| --- | --- |
|  | **Please prioritize the hiring requests submitted starting with highest priority.** |

# Full-Time Faculty Hiring Requests

## Instructions: Please complete this section for each full-time faculty position (RTS, STS, Lecturers, etc.) requested; do not compete this section for non-recurring positions (e.g., PTIs, post-docs)Copy and paste this section for additional requests beyond the first position requested. s

## Department Position Requests

|  |  |
| --- | --- |
|  | Indicate below the position, title, and area of specialization. |

## Instructional Needs

|  |  |
| --- | --- |
|  | List generally the type of instruction the person would participate in (if applicable), curricula needs, and the number and type of students (graduate, undergraduate) who will be served by this position (please bullet each point). |

## Research, Scholarship, and Creative Works

|  |  |
| --- | --- |
|  | List generally the type of research & scholarship the person would participate in (if applicable), potential opportunities for external funding, graduate training, etc. and how these align with the department research mission. |

## Proposed Costs

|  |  |
| --- | --- |
|  | List proposed salary, start-up costs, and source of funding (if applicable)   * Estimated Salary * Estimated Start-up costs and any support outside of college for start-up costs. |

## Space and Facilities Needs

|  |  |
| --- | --- |
|  | List the spaces (office, laboratory, other) that will be assigned to the faculty member.  Indicate whether any renovation would be necessary for the proposed hire, and when that renovation would need to be completed. (Please bullet each point). |