Justification Case Statement for Authorization to Fill a Full-Time Faculty or Staff Position

# Authorization/justification form

## College/School/Library

|  |  |  |  |
| --- | --- | --- | --- |
| College | Enter College/School/Library | Program | Enter Program |
| Department | Enter department | Prepared by | Enter Name |
| Date | Enter today’s date | Anticipated Starting Date | Enter Starting Date |
| Replacement? |  | New Position? |  |
| Reason for replacement |  |  |  |

## Position

|  |  |  |
| --- | --- | --- |
| Title - Faculty | Rank | Proposed Start Date |
| Tenure Track |  |  |
| Clinical Track |  |  |
| Lecturer |  |  |
| Visiting  |  |  |
| Title - Staff |  | Proposed Start Date |
| Full-time |  |  |
|  |  |  |

## Contexts for Success: these are for planning purposes and will not ordinarily be determined factors in whether or not the positon requested is approved.

|  |  |  |
| --- | --- | --- |
| Do we currently have an office space for this position? | Yes | No |
| Do we currently have appropriate laboratory or studio space to support this position’s scholarly and creative work or would accommodations need to be made? | Yes | No |
| Do we currently have appropriate library resources to support this position? | Yes | No |

## Preliminary Position Description

Please provide a brief preliminary position description (no more than 100 words). Include whether or not this position could contribute to the interdisciplinary programs or the core curriculum. Should this position be approved, a fuller description, suitable for posting and recruitment must be developed using a standard template consistent with Dominican University’s academic search toolkit.

## Justification Statement

*Please respond to the following questions within the space of approximately* ***three additional pages or* less**.  Not *all responses need be of equivalent length. In fact, you may indicate that one or more question does not seem applicable to this particular request.*

**1.  MISSION, DIVERSITY, AND STRATEGIC PRIORITIES: How would filling this position contribute to the mission of the university and the particular academic unit in which it would reside? How would filling this position advance the university’s commitment to diversity and inclusive excellence?  How would filling this position advance some specific strategic planning priorities?**

**2.  FINANCIAL IMPLICATIONS. Please explain how adding this position this will affect your budget. Provide explanation to address not only salary costs for new faculty but also needs such as labs, research funds and possible operating expenses. You can also project new revenues that can occur with addition of new position.**

**3. ENROLLMENT:  How would filling this position address recent, current, and projected enrollment patterns? Please include the following criteria: a) Number of credit hours in the appropriate program/discipline over the last 5 years, b) Number of declared majors at the undergraduate/graduate level over the last 5 years, c) the % of courses taught by Full-Time faculty over the last 5 years, d) average class size in the appropriate discipline/program. You should include at least these 4 criteria but may include other relevant factors as needed. If the position is for a new program, describe the projected enrollments for the next 5 years.**

**4. ACCREDITATION**:  **Please explain any ways in which this position would contribute to meeting the expectations or requirements of an accrediting body.**

**5.  DU PROGRAM REVIEW AND ASSESSMENT**: **Please explain if there are ways in which filling this position responds to needs and/or recommendations emerging from Dominican’s program review process.**

**6.  BALANCE OF FULL-TIME AND ADJUNCT FACULTY: How would filling this full-time position advance Dominican’s goal of increasing the number of courses taught by full-time faculty within the contexts of educationally and fiscally sound employment of adjunct faculty members?** **In making the case for a full-time position, provide evidence about how many courses—and what kind of courses—have been taught by adjunct faculty over the past several years.**

**7.CORE CURRICULUM:  How might filling this position contribute to the delivery of** **Dominican’s core curriculum, including, but not only the LAS seminars?**

**8.  INTERDISCIPLINARY AND COLLABORATIVE PROGRAMS: How might filling this position contribute to other academic units or curricular initiatives /innovations across the university?**

**9.  TIMELINE:  If this position were authorized, what would be the projected timeline shaping the search process? You may wish to indicate the dates of professional meetings critical to the recruitment process. And/or you may wish to indicate the latest date at which a search for this position could be launched with a high probability of success.**