

ACADEMIC STAFFING REQUEST FORM

Initiator:	Department:	
Division:	Phone Number:	Date:
NOTE: You do not have to complete all sections of this application to have your request considered.		

ACTION REQUESTED

<input type="radio"/> Permanent Full-Time	<input type="radio"/> Temporary Full-Time	<input type="radio"/> OTHER: Attach request to this form.
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POSITION CHARACTERISTICS

Job Title of Vacancy:	Reason for Vacancy:	FTE:
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Department:	Division:	Needed Start Date:
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FUNDING

GL (Org Number):	Grant or Categorical (check):	District Funded:	Budgeted Dollars:
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Briefly identify how the funding for the position was generated.

JUSTIFICATION

Briefly explain the need for the position and how it relates to essential services or critical mission requirements. 200 words or less.
(Criteria 1 on the Rubric)

Briefly explain the urgency of the need and the consequences of not filling the position within a 12-month timeline. 200 words or less.

JUSTIFICATION (continued)

What data considerations have influenced this request? Please use the PIPR data (F1-3) to illustrate this need. (Criteria 2 on the Rubric)

Briefly explain why existing staff within the department or elsewhere at the college/location are not available to meet the needs outlined in this request or why your PIPR data don't reflect your current need. 200 words or less. (Criteria 3 on the Rubric)

STATEMENT OF DUTIES

List the required and preferred duties assigned to the position (limit 300 words).

Duties and Responsibilities

ADDITIONAL JOB RESPONSIBILITIES (If Applicable)

Examples	Anticipated Cost\$

SUPERVISION RECEIVED

Department Chair	Name:	Title:	Phone Number:
Dean	Name:	Title:	Phone Number:

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Human Resources	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

HIRING RUBRIC CRITERIA	
DESCRIPTION	SCORE
<p><i>Scoring criteria:</i> <i>In the right column, give 3 pts. for CRITICAL, 2 pts. for IMPORTANT and 1 pt. for DESIRABLE.</i></p>	
<p>1. Significant District Need (up to 3 points)</p> <ul style="list-style-type: none"> • Unique accreditation, state/federal regulations or licensing standards require a full-time faculty member. • This position will eliminate a program viability issue; lack of a faculty member means that students will not be able to enroll in classes and/or complete a program of study. • Need for a full-time instructor to anchor the program (complete class schedules). 	
<p>Urgency and Consequence (up to 3 points)</p> <ul style="list-style-type: none"> • This position reduces exposure to significant risk (monetary, liability, litigation) to district. • The need for this faculty member is urgent/Immediate. 	
<p>2. Data-related Program Needs (up to 3 points)</p> <ul style="list-style-type: none"> • Percentage/ratio of the sections in the program are taught by full-time faculty vs. part-time faculty members. • Enrollment and productivity/efficiency data: enrollment trends, WSCH/FTES, FTES/Section, Headcount or fill rate/Section. • Labor market information and workforce needs. 	
<p>3. Institutional Support (up to 3 points)</p> <ul style="list-style-type: none"> • This position has been ranked as “high” by the division as documented by the division’s program review or other strategic planning documents. • This position serves a key function in advising or supporting students (categorical or other student success-based programs). • Retirements/resignations and other losses have led to instability in the program’s offerings and schedule. • Decreasing availability of part-time faculty in the discipline. 	
TOTAL	
Other Comments:	