

Integrated Planning and Budget Committee (IP&B)
Recommendation on Emergency Requests for Faculty Hiring

August 11, 2015

Proposal

Emergency requests occur in rare circumstances in which an unexpected vacancy might lead to a failure to meet accreditation requirements or an inability to fulfill the responsibilities of the position (even temporarily) due to lack of qualified adjunct faculty. If the request does not qualify as an emergency request, the requester should follow the steps for submitting an out-of-cycle request.

Requests for new faculty hires are normally made during the annual Program Review cycle. However, unexpected vacancies occasionally arise (e.g. due to retirement, resignation, death or long-term disability), and consequently, new hire requests fall outside the Program Review cycle. This would be an exception to the standard process where vacant positions go into a pool to be re-prioritized by the college as part of the normal hiring cycle. IP&B recommends the following steps for out-of-cycle requests to fill vacant faculty positions.

1. The department must make a specific request for an emergency hire to the Dean. Emergency requests should include a statement of need outlining a justification for the department retaining the position outside the normal process. The justification should include reference to the following data:
 - a) Accreditation or Regulatory / Safety Requirements
 - b) Availability of Qualified Adjuncts (+ Recency of Adjunct Interviews)
2. Dean forwards the request along with their recommendation (Y/N) to the area Vice President.
3. Vice President forwards completed request with all recommendations to PaRC.
4. Department faculty members (the requestors) are invited to attend and advocate for their request at PaRC.
5. PaRC makes final recommendations to the College President.
6. College President can accept/reject recommendation (if rejected, must provide rationale for rejection of the recommendation).

Rationale

This process will allow PaRC to review a consistent set of data elements in making its recommendation to the President. In addition, the process will result in increased transparency because it will be documented and be available for review.

Approved by PaRC on XX/XX/15