

**Integrated Planning and Budget Committee (IP&B)**  
**Recommendation on Out-of-Cycle Faculty Prioritization Requests**

**August 11, 2015**

Proposal

When faculty retire or leave the college, the resulting vacant position normally goes into a pool to be re-prioritized by the college during our regular Program Review / resource allocation processes. Similarly, requests for new faculty hires are normally made during the annual Program Review cycle. However, unexpected vacancies occasionally arise at other times during the year (e.g. due to retirement, resignation, death or long-term disability), and create the need for exceptions to the regular process. 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 out-of-cycle hire to the Dean. Out-of-cycle requests should include a statement of need outlining the justification for the department to retain the position rather than releasing it back into the pool for consideration during regularly scheduled program review and resource allocation processes. The justification should include reference to the following data, where appropriate.
  - a) FT / PT Faculty Ratio
  - b) Sole Full-Time Faculty Member
  - c) Enrollment Trends
  - d) Student Impact & Effect on Ability to Graduate (equity data required...)
  - e) Programmatic Considerations (for AD-Ts, etc.)
  - f) Reflection on Institutional Priorities (FTES, Online, Equity, EMP)
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