**Academic Affairs Faculty/Staff Position Request**

Department:

School/College:

Type of position: (faculty or staff); (FT OR PT); (tenure-track or other)

Position Number: (list new if a new position)

Source of Funding (add coding):

Special Conditions (retention of line; retirement, accreditation requirement, etc.)

***I. Background:***Give history and background of the scope of the current or proposed position noting how it relates to the institutional and unit strategic plan. This should also include mission, goals, vision and relationship to other programs on campus such as graduate studies.

***II. Program production:*** *Enrollment, retention and graduation rates, recruitment efforts, etc.*

***III. Service courses provided to the core curriculum and/or to other majors:***

***IV. Cost per SCH and FTE productivity of the department*** *(available from Finance and Institutional*

*Research.*

***V. Special features of the program or specialized credentials required by the position.***

***VI. Career Trajectory****: Types of employment, economic forecast statistics, etc.*

***VII. Justification narrative:*** *You can cite trends demonstrated in the other categories, as well as potential for growth, positive revenue streams, timeline, etc.*