ACADEMIC POLICY COMMITTEE OF THE FACULTY
REQUEST FOR FACULTY POSITION

The information requested and this cover sheet should be returned to the Academic Affairs Office (University Hall 107) by: ________________________________________________

Department ________________________________ Date _____________________

Submitted by ______________________________________________________________

The information requested below will be used by the Academic Policy Committee of the Faculty in evaluating the department’s proposal for a full-time faculty position. Please respond in writing to each of the items requested and return this form to the Office of Academic Affairs by the deadline indicated above. If you are requesting more than one position at this time, you do not need to submit all of the background information with each request. Instead, provide the general data for the department and specific information regarding each of the positions requested.

After receiving your request, APC will schedule a visit with your department and will then make a recommendation to the administration based on the committee’s consideration of all position requests. Thank you for your cooperation in this process.

Part 1: The Position
1. Describe the specific nature of the position sought including the courses to be taught. If this description is similar to a position you had previously, indicate why this position is still desirable. If different, explain why the change is advantageous. Attach a copy of the job description to be posted on the OWU employment website. (Note: if approved, you will have the opportunity to make editorial changes to the position description.)

2. Provide a rationale for the position request by explaining how the position will strengthen your department or program. How will the position affect your department’s majors and/or minors, and upper and lower level course offerings? How will the position allow you to address concerns identified from your analysis of assessment results in your major or majors? (Note: APC is aware that as of fall 2014 some departments are not currently in a position to discuss the position request in light of assessment results. APC expects that all departments will be able to do so by fall 2017.)

3. Provide additional rationale for the position request by explaining how the position will strengthen the University more broadly.

4. For replacement position requests, list the courses and sections taught over the last five years by the faculty member to be replaced. List also any specific non-teaching functions associated with this position in the last five years.

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Part 2: The Impact of Not Replacing the Position (To be completed for Replacement positions only)

5. Discuss the possibility of others in your department teaching the courses associated with this position.
6. Discuss the effect on your curriculum and your major if this position were filled by part-time faculty or a term appointment.
7. Comment generally on the consequences if this position were not filled.

Part 3: Background Information
To enable APC to evaluate the merits of your proposal, APC needs a better understanding of your programs and department. Please help us gain that understanding by addressing the following questions.

Curriculum
8. What majors or minors do you offer in your department or program?
9. What are your overarching goals for the department or program?
10. How does your department contribute to meeting the mission of Ohio Wesleyan as articulated in the Statement of Aims?
11. Do you offer any courses that are an integral part of majors in other departments or programs? If so, please identify them.

Staffing
12. How does the department determine faculty teaching loads?
13. Identify any non-teaching responsibilities or functions in which departmental faculty are involved and indicate whether they receive release time for these responsibilities or functions.
14. Provide a department teaching schedule organized by faculty members for the last and current academic year. Provide an explanation for any faculty member who is not teaching a full load during any of the 4 terms. (Note: the report, “Faculty_Teaching_Load_Historical” has been written to make it easy for departments to provide this information.)
15. Provide department course offerings organized by course number for the last and current academic year. The list should include courses taught by part-time faculty as well as full-time faculty. Please add a column to the spreadsheet identifying the major audience or audiences for the class (majors, minors, distribution, …). (Note: the report, “SemesterSchedule_Historical,” has been written to make it easy for the department to provide this information.)
16. Provide a tentative schedule of anticipated course offerings for the next two years assuming the position request is granted and a second tentative schedule assuming the position request is not granted. Indicate the instructor of each class and organize the list by course number.
17. Provide a record of the department’s requests for part-time positions over the past five years.
18. List the history of replacements, additions, or reductions in faculty of this department over the past five years.
19. List the names and year of retirement for any anticipated retirements in your department in the next five years.
**Enrollment**
The Associate Provost for Institutional Research will provide data on

a) Number of Graduated majors and minors by Department/Program;
b) Five-Year mean number of Majors by Department/Program;
c) Five-Year Mean Number of Majors by Specific Major Designation;
d) Class Sizes by Department for Lower-Level and Upper-Level Courses;
e) Total Course Offerings and Mean Class Sizes by Department/Program for the past two years;
f) Total Student Enrollments in Departments/Programs;
g) Two-Year Mean GPAs, DFWs, and Withdrawal Percentages by Department and Discipline for lower and upper level courses;
h) Two-Year Mean Part-Time Faculty Usage by Department/Program for lower and upper level courses; and
i) Number of advisees per tenure-track faculty member in the Department/Program.

20. Briefly, discuss the enrollment patterns you observe for your Department/Program.
Appendix

Running the Report Faculty_Teaching_Load_Historical

Directions

1. Point your web browser to https://phoenix.owu.edu/Reports and login using your username and password.
2. Click on the folder General Reports
3. Click on Faculty_Teaching_Load_Historical
4. Select an academic year (The report will give you fall and spring data for one year at a time. You will need to run the report two times with different years to supply APC with the requested data.)
5. Select your academic department. You will get teaching schedules for all full-time faculty associated with the selected department.
6. Click on the View Report button. The button is on the right hand side of the screen.
7. You can use the arrow buttons to scroll through the report.

To download the report into Excel:
1. Select the Export button on the tool bar. (It is just to the right on the next button.)
2. Choose Excel as the desired export function.
3. Open the downloaded file. (Note: the column %Responsibility indicates if the section is team-taught or if a faculty has enrollment management responsibilities for a section. If the % is 0, the faculty member is not teaching the section, but has the authority to issue overrides for the class. If the % is 100, the faculty member is solely responsible for the course.)

Running the Report SemesterSchedule_Historical

Directions

1. Point your web browser to https://phoenix.owu.edu/Reports and login using your username and password.
2. Click on the folder General Reports
3. Click on SemesterSchedule_Historical
4. Select an academic year (The report will give you fall and spring data for one year at a time. You will need to run the report two times with different years to supply APC with the requested data.)
5. Select the Academic Disciplines you wish to see. You can select more than one.
6. Click on the View Report button. The button is on the right hand side of the screen.
7. You can use the arrow buttons to scroll through the report.

To download the report into Excel:
1. Select the Export button on the tool bar. (It is just to the right on the next button.)
2. Choose Excel as the desired export function.
3. Open the downloaded file.
4. In column P, identify the major audience or audiences for the class (majors, minors, distribution, …).