

**ACADEMIC POLICY COMMITTEE OF THE FACULTY**  
**REQUEST FOR FACULTY POSITION for AY 2020-2021**

The information requested and this cover sheet should be returned to Karen McNeal in the Provost's Office (University Hall 107) by **5:00 pm, Friday, March 1, 2019.**

Department \_\_\_\_\_ Date \_\_\_\_\_

Submitted by \_\_\_\_\_

The information requested below will be used by the Academic Policy Committee of the Faculty in evaluating a department's or program's proposal for a full-time tenure-track faculty position. Please respond to each of the numbered items below and return this form to Karen McNeal in the Provost's Office 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.

Keep in mind that the APC members who will be reviewing your proposal are all outside of your discipline. It would be helpful to educate the committee as to how the position(s) aligns with contemporary trends in the discipline.

In the process of formulating your request, please consider how the position might contribute to OWU's mission of enhancing diversity and inclusion.

After receiving your request, APC will schedule a 30-minute visit with your department or program 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 and the disciplinary context.

2) If the position includes courses that have been previously offered, please list the courses and sections taught during the most recent five-year period and indicate which faculty member taught the courses. List also any specific non-teaching duties that you anticipate being associated with this position.

**Long-term Vision**

3) Discuss how you envision your curriculum evolving over the next five to ten years and how this position fits into this vision.

4) 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?

5) Discuss how the position will strengthen the University's mission and contribute to other programs/university needs. For example, you may wish to discuss how the position could develop and/or enrich the University's commitment to diversity, equity and inclusion or sustain our historic commitment to the liberal arts.

6) Discuss whether other members in your department could teach the courses covered by this position. What tradeoffs would this entail?

7) Discuss the potential tradeoffs that your department would have to make and the effects on your curriculum and majors/minors if this position were unfilled or covered by part-time faculty or a term appointment.

## **Part 2: Background Information**

### Staffing

8) Identify any non-teaching responsibilities or functions in which departmental/program faculty are involved and indicate whether they receive release time for these responsibilities or functions.

9) For help with the following two items, please contact Associate Provost Dale Swartzentruber (deswartz), who will provide a summary for your use:

a) Provide a departmental/program faculty teaching schedule 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 four terms.

b) 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, etc.).

10) 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.

11) Provide a record of the department's requests for part-time positions over the past five years.

12) List the names and year of retirement for any anticipated retirements in your department in the next five years.

### Enrollment

Upon request, Associate Provost Dale Swartzentruber (deswartz) will provide the following data. Briefly discuss the enrollment patterns you observe for your Department/Program:

- a) Number of graduated majors by Department/Program over the last 10-year period;
- b) Five-year mean number of majors and minors by Department/Program;
- c) Class sizes by Department for lower-level and upper-level courses;
- d) Total course offerings and mean class sizes by Department/Program for the past two years;
- e) Total student enrollments in Departments/Programs;
- f) Two-year mean part-time faculty usage by Department/Program for lower and upper level courses.