Guidelines for Preparing a Petition to the FBPC
Request for a Full-time Faculty Search

Departments requesting authorization for a faculty search for a tenure-track, off-ladder, or term-appointment should prepare a petition to the Faculty Budget and Planning Committee (FBPC), to be submitted no later than the semester preceding the proposed search. In an effort to provide guidance to departments in preparing petitions, the FBPC asks department chairs to provide a narrative addressing the following:

- Is the request for a tenure-track, off-ladder, or term position? Is the request to search for a new faculty-line or a replacement for an already existing position?
  - If the request is for a new position, please articulate for the Committee the importance of this new position to the departmental curriculum.
  - If the request is for a replacement for someone who has left the College or retired, please provide evidence of the continuing importance of the specific field and line for the departmental curriculum.

- How does this line strengthen the curriculum or research profile of the department and the College?

- How well is this field or area of expertise currently covered in your department? In what ways will this position impact the curriculum for your department and the College? How might this appointment strengthen teaching and research at the University level?

- How would you conduct a search in order to yield a diverse pool of candidates that would add to the diversity of the department and the College?

- Are there retirements or vacancies anticipated in your department in the next two years?

The Office of the Provost will assist departments in gathering data to accompany petitions, including (1) departmental enrollments, (2) numbers of majors and minors, (3) course-specific enrollments, and (4) departmental staffing over the past 5 years. Department chairs should coordinate with the Office of the Provost to obtain data for this purpose.

All petitions for searches to be conducted during Academic Year 2015-2016 should be submitted to the Office of the Provost no later than **February 6, 2015** for consideration by FBPC. In order to anticipate and gather appropriate data, we ask departments that will be submitting petitions to notify the Provost no later than **Wednesday, January 28, 2015** of their intention to submit.

*Revised by the Faculty Budget and Planning Committee on January 23, 2014. Dates Updated December 8, 2014.*