Guidelines for Petition to FBPC
Request for the Continuation of a Full-time Off-ladder Faculty Position

Departments requesting the continuation of an existing off-ladder faculty position should prepare a petition for submission to the Faculty Budget and Planning Committee (FBPC) no later than the semester preceding the proposed reappointment review. In an effort to provide guidance to departments in preparing petitions, the FBPC asks department chairs to provide a narrative addressing the following:

- Please provide evidence of the importance of the field/position 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 does this position impact the curriculum for your department and/or 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 as needed, and department chairs should coordinate with the Office of the Provost to obtain data for this purpose.

All petitions to affirm line allocations for Academic Year 2016-2017 should be submitted to the Office of the Provost no later than February 6, 2015 for consideration by FBPC.

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