



## New Faculty Justification For Faculty Who Will Start Fall 2017

### Introduction

Due to a large number of retirements and other changes at the University, some departments will need to continue the process of hiring tenure-track faculty. While economic realities (and enrollment ceilings) will not permit as much hiring as we would like, we would like to begin thinking and hiring strategically for the decade(s) ahead.

Please remember that any faculty searches that were approved for 2015-16 and went unfilled, can continue to be approved searches. Please let me know if you wish to continue these searches. For new 2016-17 faculty searches (where the new faculty will start Fall 2017), please use the format below to make each request for a tenure-track hire.

Your request must go through the normal channels from Chair, to Dean, to Provost. The timeline for these requests will be:

December 16, 2015	Departments/Library submit tenure-track hire requests to Deans
January 20, 2016	Five-year hiring plan and faculty search requests due in Provost's Office
January 27- Feb. 18, 2016	Provost discusses tenure-track requests with the Deans
February 18, 2016	First release of authorized recruitments to the Colleges/Library

### Justification:

1. Brief overview of the position.
2. How does this position help the department meet its strategic goals, those of the College, and those of the University?
3. What are the three most pressing needs to be filled by this position? Curricular gaps? Student Demand? Accreditation requirements? Other?
4. If student demand is a key driver of this position, please analyze student demand over the past 5 years and how this position will help meet that need. Additionally, please describe how this position will impact the availability of part-time funds? Can the department afford a full-time hire, while maintaining a sufficient number of part-time lecturers to meet demand?

5. Does the department/school have a strong reputation and can it be made one of the strongest in the region/country by the addition/replacement of one or more faculty members?

**Please describe briefly;**

6. Faculty Composition.
  - a. The number of faculty in your department who have left, retired, or are in the FERP program over the last five years; and the dates of those events (a retirement does not automatically justify a replacement.)
  - b. The ratio of tenured/tenure-track faculty to total FTEF in your department
  - c. Why a tenured/tenure-track faculty position is needed over a full or part-time instructor.
  - d. The number of majors and the ratio of majors to tenured/tenure-track faculty in your department.
  - e. Department/School SFR as compared to the College SFR.
  - f. The need in the context of your five-year hiring plan. (Each Department must have a 5-year hiring plan in place before a new faculty request will be considered. The 5-year plan must emphasize which sub-disciplines within the department are designated as distinctive, and necessitate a T/TT faculty).
7. Curriculum
  - a. The percentage of teaching in your department which satisfies general education requirements
  - b. Will online teaching and/or teaching at another campus site (i.e. Oakland/Concord) be a requirement of this position?
  - c. Does the position represent a central component of a CSU, East Bay's student's education? How?
8. Scholarship/New Sources of Revenue
  - a. Address the potential for scholarly success.
  - b. Address the potential for external/internal support for scholarship.

- c. Is a replacement critical to the scholarly/research/creative efforts of units both in- and outside of the department or college? Does the position have the support of other colleges?
- d. What has the unit done to maximize its current resources (i.e., to help itself?) over the past five years?
- e. Has the department raised funds effectively from external sources? Has it worked effectively with external agencies and constituencies?

9. Recruitment:

- a. How will your department ensure that hiring is performed with the diversity goals of the University in mind?
- b. Is there a pressing need for a senior hire (tenured), either to ensure excellence or fill a leadership role?
- c. Can you collaborate with another department on advertising or other costs of recruitment?