

Guideline For Allocation of Faculty Lines

Adopted: June 23, 2016; last revised July 6, 2022

1. All Faculty lines once vacated through retirement/attrition will be reassigned to the central budget pool.
2. No Faculty line will be assigned as “replacement”. Justification of every requested Faculty line will have to demonstrate how it aligns with and contributes to the aspirational goals set in the strategic plan, e.g. for Tenure-track and Tenured (TT) Faculty - Research Scholarship and Teaching, and for Academic Professional Track (APT) faculty – Teaching and Program development.
3. Allocation of resources for every Faculty line will then be based on availability of resources and an open discussion with Department Heads/Chairs who will evaluate how each request, if awarded, may advance the institution in meeting our aspirational goals.
4. Part of the justification requires that there is a clear identification of how this position will advance the Campus’ efforts in creating a more diverse and inclusive work and study environment.
5. This process of collective review by Department Heads/Chairs will happen twice a year, in **August and January**. All departments/divisions must be represented by either the department head/chair or their empowered delegate to act on their behalf. Hereafter referred to as the “Department Head council”.
6. All Faculty requests should be presented to the office of the CAO at least two weeks prior to the meeting so that the Department Head council can review all requests in advance.
7. The CAO will then review proposals, reflect on discussion with Department Head council, and make the decision for allocation of faculty lines.
8. Final approval of Faculty lines will then depend on the ratification of the CAO decisions by the COO/VP at the end of the review process.
9. Once a Faculty line request has been approved, Department Heads will need to develop a search ad based on the written justification provided to request the line.
10. During the search period and prior to bringing any candidates for interviews on campus, the CAO will review the CVs of candidate finalists along with the Faculty line justification and job ad. In cases where the candidates’ expertise and/or rank do not match the objectives of the

approved ad, the CAO will be able to remove names from the list or withdraw the search entirely.

11. After review by the CAO, approved candidates will be invited for interviews on campus.
12. Search committees are advisory and they are encouraged to recommend multiple names to the CAO unless only one candidate qualifies. Along with the recommendation that identifies the finalists' strengths and weaknesses, there needs to be a clear identification of how the candidate(s) will advance the Campus' aspirational goals and our efforts in creating a more diverse and inclusive work and study environment.