

OSU-EHE Guidelines for Requesting Faculty Lines—Tenure Track and Clinical Faculty Lines, Open and Targeted Positions

Principles

- The dean of the college must give prior approval for all faculty searches. This approval will be based on how the proposed search aligns with the principles outlined in this document.
- When a faculty member leaves the university for any reason, that faculty line returns to the college. The college decides on whether to refill the position or redistribute the faculty line to other program areas in the college.
- The request for faculty lines must be based on a clear and sound plan for the programmatic future of the department and college that is consistent with the mission, strategic initiatives, core values and pillars of the college (see attachment). This includes both open and targeted positions.
- Requests for faculty searches are based on a realistic determination of the availability of resources to support the appointment. Thus, the number of faculty searches approved each year will vary.
- Requests should include information regarding program growth, including credit hour generation, graduate and undergraduate majors; information regarding the future growth of the program, such as new degrees or certificates, and research grant productivity of existing faculty in the program and how new faculty lines would contribute to this effort.
- Departments are expected to provide some support for faculty lines they request.
- The college will reserve resources to fund strategic needs for faculty lines each year.

Timeline and Process

- By September 1st each year the department chairs should submit requests for the faculty searches for that academic year to the Associate Dean for Faculty Affairs (ADFA):
 - Department Chairs should consult with their faculty before making requests for faculty lines.
 - Requests are made using the EHE Faculty Line Request Form. One form per request should be submitted.
- The College will notify the departments of approved searches by September 30th each year.
- Departments should form search committees by October 15th at the latest.
 - The College will provide \$5,000 for each approved search to cover advertising and campus visits.
- Departments should aim to have completed their searches and sent recommendations to the ADFA by March 15th at the latest. Exceptions to this deadline should be made in writing to the ADFA by March 1st.
- The college recognizes that targets of opportunity can emerge throughout the academic year and may be granted an exception to the above timeline.