

Union College
Request to Fill a Tenure-Track Faculty Position

This form is to be used for proposing how open tenure-track positions will be filled. After filling out the form, please send the proposal to the Dean of Academic Departments & Programs, Olin 210, who will consult with the Dean of the Faculty, Director of Interdisciplinary Programming and other deans responsible for academic affairs. The Dean of Academic Departments & Programs may then recommend revisions to the proposal before the department forwards it to the AAC. The AAC considers proposals once each term, with a deadline at the end of the third week of the term. Proposals may also be considered at any time if a position becomes open in an unanticipated manner and quick response is needed.

The AAC role in this process is described in the Faculty Manual, section IV, page 10-11.

1. How did this position become vacant? What was the nature of the vacated position? How did this vacated position contribute to the department/program in which it resided? Did this position contribute to any interdisciplinary programs? If so, which ones?
2. Describe the proposed new position. How will it contribute to curricular goals, course offerings, and research expertise in the department and/or interdisciplinary programs? How does the position fit within the broader intellectual discipline and emerging trends in the field? If applicable, please use recommendations from the most recent external review to support this request.
3. Describe how the proposed position aligns with current enrollment and staffing needs in the department and/or program (e.g., number of majors, enrollment trends, number of tenure lines, number of lecturers and visitors, and student/faculty ratios). Use data on the Chairs and Directors Nexus site to support this request.
4. Describe how the proposed position can support institutional priorities, including: a) General Education and WAC; b) interdisciplinary programming; and c) diversity and inclusion.
5. In what other ways not already mentioned does this position support Union's strategic plan?
6. Please attach a job advertisement for the proposed position.
7. For department proposals, please indicate the numerical vote of tenure-track department members approving or disapproving of this position description. If the vote approving the description is not unanimous, please describe (without identifying individual faculty) the nature of the disagreement about the position description.

Submitted by:

Department Chair

Date

Please note: Before final approval is given by the Dean of the Faculty, an understanding must be in place between the academic deans and the relevant department chairs and program directors regarding office and laboratory space and start-up costs.