

Faculty Hiring Plans

The attrition of faculty and staff creates opportunities for the University to reallocate and realign resources to meet the strategic needs and priorities of the Institution.

The Academic Division has the institutional flexibility to decide how these funds are allocated. To help facilitate a process that will provide a historical record of these reallocations and demonstrate Divisional accountability for the investment of these resources, each college should submit a “Faculty Hiring Plan” for approval by the Provost. The plan should be submitted at the beginning of each fiscal year on the standard format which is appended. The hiring plan should be approved prior to beginning any searches. All vacant lines should be included in the hiring plan regardless of whether a search is planned for the year.

To provide resources for centralized needs, a 10% “surcharge” is applied to the salary on each line. Lines for department/division chairs will be converted to 9-month prior to applying the 10%. If a line is filled with a visiting appointment, the surcharge will only apply when the line is first vacated. The remaining funds are available to the College for reallocation. The salary amount used in the plan should be the midpoint of the average salaries reported annually by CUPA (AACSB for COB). Attached is the most recent salary information. If the Dean would like to use another salary range, please indicate the basis for the range used. **Salary ranges below market will not be approved.**

To assist the Provost in evaluating the college’s plan, the Dean should submit the hiring plan with a brief narrative that explains the strategic objectives that will be achieved by implementing the plan. Institutional priorities for specific programs should be considered in the process. The Dean should also describe any strategic objectives that will be delayed until the following year due to insufficient resources.

Last updated August 05.