

Faculty Search Authorization Procedures

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.

To assist the Provost in evaluating the college’s hiring plan, the Dean should also complete the “Faculty Line Search Request Template” for each faculty search requested which requires a brief description that explains the strategic priorities that will be achieved through the faculty search/appointment process.

The Faculty Hiring Plan and templates should be submitted online at the beginning of each fiscal year. 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. The salary amount used in the plan should be the midpoint of the average salaries reported annually by CUPA (AACSB for COB). See the most recent salary information. If the Dean would like to use another salary range, the basis for the range used must be indicated.

Last updated October 2011.