Request for a Replacement Tenure-track/Regular Faculty Position

Revised July 16, 2013

Note that this form is to be used only for requests to replace a full-time Regular position.

The standardized course enrollment data used by Executive Council to assist in evaluating position requests will be provided to you upon request. Please contact Retta Kelley (kelleyla@grinnell.edu) in the Dean's Office to request these enrollment charts. The appropriate enrollment data to be used for interdisciplinary positions should be discussed with the Dean.

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Department or interdisciplinary area:
The requested position will be:
 Replacement for an existing tenure-track/Regular position in the department Replacement for an existing tenure-track/Regular interdisciplinary position
The person being replaced is:
For interdisciplinary or departmental replacement positions, respond to the following questions:
1. List the current faculty (including the faculty member being replaced) in the department or
interdisciplinary major/concentration and for each indicate the number of courses normally

taught by catalogue prefix (SOC, GDS, etc.)

Faculty member	Number of courses by area (prefix)

- 2. List courses the person in this replacement position will be asked to teach. How are the teaching assignments different, if at all, from what is currently being covered by the position?
- 3. Please attach a table, which can be generated by the Dean's Office upon request, showing the major, concentration or department's current course offerings in a normal year, including service commitments, organized according to 1) major requirements, 2) non-major offerings, and 3) service obligations such as tutorial or statistics.
- 4. If this position is not replaced, how will the department or interdisciplinary area's curriculum be affected?
- 5. Since enrollments are always part of any staffing decision, please comment briefly on the enrollment data provided by the Dean's Office.
- 6. Provide any other information that might help Executive Council evaluate your proposal. (Optional. If you choose to provide additional information, please limit the commentary to no more than 2 pages)
- 7. Provide a position description. The AD/CDO is available to consult on diversity initiatives, as the search committee drafts the position description. The standard format is available at http://www.grinnell.edu/offices/dean/chairinfo/fac_recruit/desc_template
- 8. Please note that if the position is approved, a consultation with the Dean's Office about strategies to increase the diversity of the applicant pool is expected before advertising can commence.