

2010-2011 Probationary and Full-Time Lecturer Position Request Schedule

Initiator	Recipient	Forms/Attachments	Deadline
Department	Dean	Form 200 (Tenure-track) or Form 210 (Full-time Lecturer): <ul style="list-style-type: none"> ✓ Five-Year Plan for Faculty Recruitment ✓ Proposed Vacancy Announcement ✓ Funding Justification ✓ Projected workload for new faculty member in Year 1 ✓ Existing or anticipated programmatic and enrollment needs that justify hiring ✓ For Full-time Lecturer positions only, statement describing impact on incumbent lecturer appointments 	March 1, 2010
Dean Prioritizes Position Request	AVP Faculty Affairs	Cover memo indicating ranking of positions and identifying any special needs or circumstances which would affect recruitments, hires, or other budgetary concerns.	March 29, 2010
AVP Faculty Affairs Reviews all faculty requests for completeness	Provost	Completed Position Request packets	April 5, 2010
Deans Council – Recommends Position Requests	Provost		April, 2010 (meeting date TBD)
Provost/AVP for Faculty Affairs	Deans	Decision on Position requests for 2010-2011	May 3, 2010