



# Faculty Position Request Form

Tenure Line Faculty Pro Forma

Academic Year: Choose an item.
Term of Appointment: Choose an item.

Date: Click or tap to enter a date.

*The purpose of the pro forma is to demonstrate the need for, and expectations of, tenure-line positions based on a unit’s evolving curricula and responsive to its most recent program review (as applicable) and university priorities. Pro formas will be reviewed by the college deans and program review team. After conferring with these groups, the provost will then determine the position requests to forward to President’s Council for consideration.*

**Instructions:**

**Step 1:** Download enrollment data for your academic area by clicking on the "Department Dashboard" link (<https://www.plu.edu/institutional-effectiveness/institutional-dashboards/>). From the Department Dashboard page, refer to the "Standard Reports" box in the upper left corner to access your unit's data. Pro formas received without enrollment data are considered incomplete and will not be reviewed.

**Step 2:** Complete sections A & B. Note: Enrollment data should be entered in Section B.

**Step 3:** Following review and approval by the college dean, submit the completed form (as a pdf) by email to [provost@plu.edu](mailto:provost@plu.edu). Completed pro formas are due by March 1.

## A. Position & Salary/Funding

**Position Rank:** Choose an item.

**College:** Choose an item.

**Unit:** Click or tap here to enter Unit.

Positions typically have a base entry-level salary and a 1.0 FTE load. If requesting something other than typical salary, please explain:

Click or tap here to enter text.

Is this position currently within the budget of the department/program FTE or is this an addition to the current department/program FTE?

- Within budget
- Addition to the budget

If this request was previously submitted or due to a failed search, please specify the date it was previously submitted or when a search was conducted as well as what is new/different about this request (200 words max):

Click or tap here to enter text.

**Salary/Funding:**

%	FUND	ORG	ACCOUNT	PG

Projected start-up funding requested: \$ [Click or tap here to enter text.](#)

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## **B. Curricular Goals/Plans, Courses, & Enrollment Context**

### **Curricular Goals/Plans**

In the space below, describe the unit’s curricular goals/plans and how this hire will contribute to and/or advance them. It is expected that these goals/plans and hire will also directly contribute to the university’s priority to “continue to evaluate, update, and revise curricula for Black and Brown students to see and experience themselves in learning and in the community at PLU, and to decenter whiteness as a default in on-campus life” from the [Seven Actions for Institutional Equity and Anti-Racism at PLU](#).

Most professional organizations have initiatives to diversify the curriculum and/or professoriate; consulting them may also be helpful in crafting the unit’s curricular goals/plans so that they contribute to PLU’s commitments for institutional equity and anti-racism.

**(200 word maximum)**

[Click or tap here to enter text.](#)

### **Courses**

List the specific courses, including new courses, this position would teach that reflect the curricular goals stated above:

[Click or tap here to enter text.](#)

List any other course(s) this position would regularly teach, as reflected in the unit’s two-year course cycle. Attach an up-to-date two-year course cycle to this form:

[Click or tap here to enter text.](#)

It is expected that all faculty hired to teach undergraduate courses will increase or sustain current unit contributions to FYEP, IHON, and/or specific IDIS programs. Please identify one or more courses this hire will

contribute to these programs. If this position will free up other faculty in a unit to contribute to FYEP, IHON, and/or specific IDIS programs, please identify who will be made available and what course(s) they will teach. (It is anticipated that the attached two-year course cycle will reflect this information.)

Click or tap here to enter text.

If the teaching load is anticipated to be less than six courses/year, please explain.

Click or tap here to enter text.

**Enrollment Context**

Drawing on the enrollment data from the Office of Institutional Effectiveness, provide a justification for the position based on recent past (two years) and projected future demographic and enrollment trends in your unit. (Enrollment data should be included here. Provide any specialization and/or accreditation considerations, as needed.)

**(200 word maximum)**

Click or tap here to enter text.

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**Submitted by:** Click or tap here to enter name.

**Signature:** \_\_\_\_\_

**Date:** Click or tap to enter a date.

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**Reviewed & approved by:**

**College Dean:** Click or tap here to enter name.

**Signature:** \_\_\_\_\_

**Date:** Click or tap to enter a date.