

YSU VACANT FACULTY POSITION REQUISITION INSTRUCTIONS

A) **DEPARTMENT CHAIRPERSON:**

(1) Complete Sections 1 and 2 of the *YSU Vacant Faculty Position Requisition* form (HR-1) and forward it to the Dean for recommendation. This form is to be used to fill vacant faculty positions and newly created positions.

- Chairperson's Justification (Section 2) should be prepared on a separate sheet and include:
 - a) Information for the most recent Fall Semester:
 - 1) Student head-count in department where need exists;
 - 2) FTE student enrollment in the department;
 - 3) Student Credit Hours generated in the department.
 - b) Information for the previous five years:
 - 1) Student head-count in department where need exists;
 - 2) FTE student enrollment in the department;
 - 3) Student Credit Hours generated in the department.
 - c) Describe the level of need for the position.
 - d) Consequence(s) if position is not filled.
 - e) Proposed advertising date.
 - f) Anticipated effective date to fill position.

NOTE: Replacement vacancy requests must also address the following questions:

- 1) Is the position necessary to maintain a program or program major and existing programs and class offerings? (e.g., program needs tenure track faculty with appropriate credentials, retirement, sudden resignation, leave of absence).
- 2) Is the position necessary to maintain current program offerings and class levels to maintain and retain current enrollment?
- 3) Is the replacement for key personnel in the department crucial for accreditation?
- 4) Is the position necessary to meet General Education Requirements?

B) **NORMAL REPORTING CHANNEL REVIEWS:**

- 1) The Dean reviews and notes his or her disposition in Section 3 and advances this form to the Provost's Office for further review and disposition.
- 2) The Provost's staff reviews and authorizes a strategic programmatic review in Section 4 and forwards to the Provost for his review and disposition in Section 5.
- 3) Upon approval, the form is advanced to the Director of Budget Planning and Resource Analysis for funding verification in Section 6. Positions approved will be forwarded to Human Resources for further processing as outlined on the hiring procedures. Or, original documents for positions disapproved are returned to the originating department.