

Ranking FT Faculty Hiring Requests

Preparing for the Ranking Meeting

- Faculty Hiring Request list with links to each request
- Download the PDF
- Prepare to give an overview of your division's requests
- Prioritization Worksheet



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Dashboard

A dark grey header bar containing three white vertical dots in the top right corner, indicating a menu or options.

AS Faculty Hiring

AS Faculty Hiring

A small icon of a document with a pencil, representing editing or a new document.

A small icon of a speech bubble, representing communication or a message.

A small icon of a folder, representing a collection of files or a directory.



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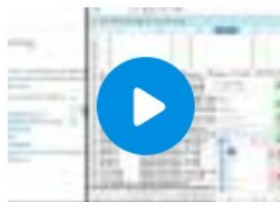
To request a new full-time faculty hire in your discipline, download the [Faculty Hiring Request Form](#) ↓ and fill in the requested information. Then [upload the completed form](#).

Below are resources to help with completing the form.

- [Faculty Hiring Request Form](#) ↓
- [Subject/Course Data](#) ↓
- [Instructions for the Form](#)
- [Submit the Form](#)
- [Contact Hour Worksheet](#)
- [Tips and Information for Senior Senators Ranking Requests](#)
- [Questions and Answers](#)



Video Walk-through for Dept Chairs



Tips and Information for Senior Senators Ranking Requests

Faculty Hiring Request Overview




Overview

The faculty hiring request ranking process includes several steps.

1. Distribute form and data
2. Dept chairs collaborate with discipline faculty and deans on submitting requests
3. Request forms are submitted to the AS and shared with senior senators
4. Senior senators review requests in preparation for a Ranking Meeting
5. Meeting including senior senators to hear a pitch, discuss and score requests
6. Results are aggregated to create a Hiring Request Ranking which those senators may approve
7. Ranked requests are submitted to Administration
8. Administration in consultation with AS President decides which positions to post (possibly in two batches depending on the circumstances)

Preparing for the Ranking Meeting

Below are recommendations in preparing for the Ranking Meeting.

- Using the [Faculty Hiring Request list](#), click on each of the requests that was submitted
- For each request, click on the PDF link or click on View Feedback to view and optionally save/print the pdf.
- If your division has submitted requests, please be prepared to give an overview of the position. It's usually helpful to check-in with the department chair who submitted the request.
- Plan to take notes during the meeting including the scores you will later give to each request. A [Prioritization Worksheet](#)  is available for your notes.