



Indiana University
Purdue University
Fort Wayne

Guidelines for Faculty Position Requests

Tenure-track academic positions represent significant long-term investments by the University. As such, the allocation of resources to fill a requested faculty position must be informed both by the needs and desires of the requesting academic unit as well as the alignment of those needs with the mission and goals of the institution. Rarely are faculty position requests considered independently, rather within any annual budget cycle each request must be judged against others from across the university. The broadly comprehensive characteristic of the academic offerings at IPFW present challenges to the analysis and prioritization of requests that reach the Office of the Vice Chancellor for Academic Affairs.

In order to more fairly and effectively evaluate requests, and to establish clear expectations for the documentation of need, the following guidelines are to be followed when departments or academic programs advance requests for either tenure-track or full-time continuing lecture positions. This requirement applies equally to a scenario in which there is a desire to fill an existing vacancy or to establish a new position.

1. Name of department or academic program, area of specialization, type and rank of desired appointment.
2. Consistency of the request with IPFW's mission and goals, college or school goals, and departmental program review recommendations.
3. Discussion of the significance of the requested position within the current context and future directions of the academic discipline.
4. Discussion of the significance of the requested position to the curricular and scholarly goals of the department.
5. The expected workload for the position (e.g. 75% teaching, 25% research) along with the expected course assignments and projected enrollments for the first two years of appointment in a tabulated format (upper division courses assignments may vary based upon sub-disciplinary specialization of the successful applicant.)

Term	Course	Type (lecture, lab, online, etc.)	Projected Enrollment
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6. Additional factors that support the request, including but not limited to impact on disciplinary accreditation, alignment with regional workforce needs, diversity goals at the unit and institutional level, or interdisciplinary linkages with other academic programs.
7. Position requests should not exceed one standard page front and back.
8. Position request documents must be approved by the appropriate Dean before being submitted for consideration by the Vice Chancellor for Academic Affairs. All position requests will be distributed among the members of the Academic Officers Council for discussion and prioritization. Approved position requests will be posted on the Academic Affairs website.

Carl N. Drummond
Vice Chancellor for Academic Affairs