

Vincennes University

Request for Permission to Hire - Form A (Faculty)

Position Description: _____ Effective Date: _____

Position Number: _____ Position Department: _____

New

Replacement Incumbent's Name: _____

Temporary Begin Date: _____ End Date: _____

9 Month 12 Month Other (Specify): _____

Tenure Track Non-Tenure Track

Incumbent's Salary: _____

Proposed Hiring Salary Range: _____ Approved Hiring Salary Range: _____

Approval Signatures:

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____

HR Director: _____ Date: _____

VP Finance: _____ Date: _____

Type of Ad: _____ Block _____ Line _____

Date to Advertise: _____ Where: _____

Date to Advertise: _____ Where: _____

Date to Advertise: _____ Where: _____

Deadline for First Consideration: _____

Close Date: _____ Account Number: _____

Advertising Budget not to Exceed: _____

*Free advertising available on VU Website and Bulletin Board.

NOTE: Position deadline required is a two week period beginning after approval is received from the VP Finance unless determined to be an emergency hire.

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Department Faculty Load Analysis:

Current Year Fall Term	Current Year Spring Term	Projected Next Year Fall Term	Projected Next Year Spring Term
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Number of Teaching Credit
Hours Offered by Department:

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Teaching FTE Equivalent:
(divide by 15)

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Number of Teaching Contact
Hours Offered by Department:

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Teaching FTE Equivalent:
(divide by 22)

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Number of FT Faculty in Department:

Less: Release Time

Add: Semester Contracts

= Total Avail. Faculty FTE

Adjunct Faculty Headcount:

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Avg. Enrollment / Section:

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Avg. Capacity / Section:

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% Actual Avg Enrollment / Avg Capacity:

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% Student Cr Hrs Instruction - FT Faculty:

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% Student Cr Hrs Instruction - FT Faculty Overload:

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% Student Cr Hrs Instruction - Sem Contract:

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% Student Cr Hrs Instruction - Adjunct:

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Please Attach:

- 1) Latest Program Review document for the Department.
 - 2) Memorandum explaining justification and any other pertinent information that would support position hire. Justification should include a discussion as to why other options such as semester contracts, overload, and/or additional adjuncts are not recommended. Include student application data for the following academic year, as well.
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