

## Process for Requesting New Faculty Positions or Replacements

Updated 05/04/22

### **Overview:**

All faculty positions are assigned at the prerogative of the Dean. Prior to initiating a formal process for a new faculty position or for filling a vacant faculty position, the Department Chair should engage in a conversation with the Dean to ensure that support exists for the position. If it is a new position, the Assistant Dean for Operations will assist the Chair in developing an initial proforma prior to the discussion with the Dean. Once the Dean's provisional approval has been determined, the Department Chair initiates the process as follows:

### **Process:**

1. The Department Chair has an initial conversation with the Dean regarding the position.
2. The Department Chair will review the position description (if required) to modify or create a new position description with the CHS Office of Faculty Advancement (OFA). *Please view the position description templates on the OFA website.*
  - a. If the current position description requires significant modifications the OFA will send it to the Provost Office for approval.
3. A proforma is now required for all positions. The Chair will work with the Assistant Dean for Operations to develop this document or to update if already prepared and modification is needed.
4. The Chair will submit a memo and the proforma to the Dean, with copies Faculty Administrator, Associate Dean for Faculty Advancement
5. Once approval from the Dean is obtained, the following documents will be compiled by Faculty Administrator to enter into the portal:
  - a. The memo from the Chair requesting the establishment and filling of a new position or permission to fill a vacant position.
  - b. A memo from the Dean to the Provost requesting this action
  - c. For a new or vacant position not requiring a position description, the signed Memo from the Dean and the proforma.
  - d. For a new position that requires a position description, the signed Memo, the proforma, and the proposed position description.
  - e. For a vacant position that requires a position description with no changes, the signed Memo, the existing position description, and the proforma
  - f. For a vacant position that requires a revised position description, the signed Memo, the proforma, the proposed position description with changes, and the existing position description
6. Once Dean Approves, Chair proposes a Search Committee, completes the 'Pre-Search Approval Form' and sends it to the Associate Dean for Faculty Advancement for approval by the Associate Dean for Faculty Advancement and the Dean.
7. When the Search Committee is approved by the Dean, the Associate Dean notifies the Chair and the Administrative Assistant (AA).
8. The AA schedules the first meeting for the Committee, which is charged with developing the draft position announcement and mechanics of the search.
9. The search committee will send the position announcement to the Associate Dean for Faculty Advancement to approve.

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10. Once the announcement is approved, the Faculty Administrator will submit all required materials to the portal for approval by the Provost Office.
11. Once approved, Faculty Administrator posts the position to IES and notifies the Administrative Assistant who notifies the Search Committee.
12. Follow SOP for Faculty Recruitment and Selection.

***\*Note:*** As of July 1, 2015, all faculty positions are required to be posted on the UK Job's website. Candidates must apply online in order to be considered for the position.