

## HHD Criteria for Replacing Vacant Lines

Replacing vacant faculty positions is a critical function that must be addressed by faculty and departmental/college administrators. To ensure a productive and equitable process, several considerations and criteria have been identified to facilitate appointments in a productive manner. However, the critical consideration will relate to our ability to enhance our mission of teaching (50%), research (40%) and service outreach (10%) in HHD. The specific considerations and criteria include:

**Quality of the Proposal-** Faculty groups (groups might include faculty within majors or groups generated between majors) need to generate a proposal to fill a vacant faculty line that addresses the considerations and criteria described in this document. This process will allow faculty the opportunity to have meaningful participation in this process. As with any request, the quality, clarity and completeness of the proposal will influence the decision making process related to a vacant faculty position allocation.

**Productivity-** Current productivity will be evaluated in teaching, research and service/outreach. The narrative relating to this criteria should address current/future productivity within a major(s) and across the department.

**Need-** The narrative describing need should address the immediate needs (1-3 years) as it relates to teaching, research and service/outreach within a major and the entire department. Examples of need related issues include accommodating student access into undergraduate classes, accommodating/enhancing graduate programming, and generating beneficial/meaningful research related activities within majors and across the department.

**Minimum Capacity Needed to Provide Programming-** This narrative should describe the minimum number of faculty who are needed to sustain a major. It is important to consider departmental resources, e.g., faculty from one major could provide teaching and research support for other majors. This support might make the transfer of faculty positions within the department feasible.

**Department Integration-** This narrative should address how the proposed position could be integrated into teaching, research and service/outreach across the department. It is important that the new hire has a home, i.e., a major but he/she needs to make significant contributions across the department.

**Future Needs/Interest-** In this narrative comments should be directed at future trends and needs and how this position will address these needs. It is not uncommon to make a hire and have a faculty member in that position for 15-30 years. Therefore, a justification of how the position and the new hire will address these future needs is necessary.

**Other-** In addition to these considerations and criteria there may other relevant information that should be considered such as history, college/university needs, group dynamics, etc.

It is important to note that emphasis given to the items will vary depending on the proposal. Also, depending on the position and the characteristics surrounding the position, importance or weighting will vary between the items. The proposals should be approximately 3 pages with some supporting information.

