

## HHD Criteria for Replacing Vacant Lines

Replacing vacant faculty positions is a critical function that must be carefully addressed. To ensure a productive process, several considerations and criteria have been identified to facilitate appointments in a productive manner. However, the critical consideration will ultimately relate to our ability to enhance our well-being mission of teaching, research, and service/outreach in HHD. The Department Head will make recommendations to the Dean of EHHD on how to best fill open positions. However, faculty will be able to provide feedback to the Department Head related to their perspectives on open lines. Furthermore, faculty will play an integral role in providing feedback to the Department Head in hiring a candidate through the search process (SWOT). The specific considerations and criteria used by the Department Head will include:

**Our Mission-** We need to allocate lines and configure positions so they can best contribute to our mission and related goals.

**Area Measures of Productivity-** Current productivity (majors, faculty/student ratios, SCH, publications, G & C, etc.) will be evaluated in teaching, research and service/outreach by majors. These criteria will include considerations related to current/future productivity within a major(s) and the potential contribution to the department.

**Need-** 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 consideration will be given to 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 consideration should address how the proposed position (tenure track, adjunct, contract, research, etc.) could be integrate teaching, research and service/outreach across the department as it relates to our mission of well-being. In short, successful candidates will need to be able to show clear connections with other majors whenever possible. It is important that the new hire has a home, i.e., a major but he/she needs to make significant contributions across other majors through teaching and research.

**Future Needs/Interest-** This consideration addresses 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 new hire will address these future needs (emerging fields, changes in current fields, etc.).

**Other-** In addition to these considerations and criteria there may other relevant information that should be considered such as history, college/university needs, available candidates, timing, group dynamics, etc. It is important to note that emphasis given to the items will vary depending on the situation. Also, depending on the position and the characteristics surrounding the position, importance or weighting will vary between the items.