

Integrated Planning and Budget Committee (IP&B)
Recommendation on Emergency Requests for Faculty Hiring

August 11, 2015

Proposal

Emergency requests occur in rare circumstances in which an unexpected vacancy might either lead to a failure to meet accreditation requirements, or to an inability to fulfill the responsibilities of the position (even temporarily) due to lack of qualified adjunct faculty.

If (per the process outlined below) it is determined that the request is not an emergency, the department should follow the steps for submitting an out-of-cycle request.

1. The department must make a specific request for an emergency hire to the Dean. Emergency requests should include a statement of need outlining a justification for the department retaining the position outside the normal process. The justification should include reference to the following data:
 - a) Accreditation or Regulatory / Safety Requirements
 - b) Availability of Qualified Adjuncts (+ Recency of Adjunct Interviews)
2. Dean forwards the request along with their recommendation (Y/N) to the area Vice President.
3. Vice President forwards completed request with all recommendations to PaRC.
4. Department faculty members (the requestors) are invited to attend and advocate for their request at PaRC.
5. PaRC makes final recommendations to the College President.
6. College President can accept/reject recommendation (if rejected, must provide rationale for rejection of the recommendation).

Rationale

This process will allow PaRC to review a consistent set of data elements in making its recommendation to the President. In addition, the process will result in increased transparency because it will be documented and be available for review.

Approved by PaRC on XX/XX/15