

**Request for Full-Time, Non-Tenure-Track Faculty Search**

As part of the regular budget preparation process, department chairs or program directors should complete this form for each full-time, non-tenure-track faculty search requested. The form should be used for full-time lecturer, faculty of instruction, and faculty of practice positions. Visiting faculty and research faculty are generally selected outside the regular budget preparation process. The completed form should be directed to the office of the relevant academic dean. At this early stage in the planning for positions, please keep in mind UTEP’s commitment to diversity and inclusion at all levels of academic, community, and professional life.

1. Department:

2. Topical area of search:

3. Anticipated rank and title of search:

4.  If advanced rank is anticipated, why?

5.  Anticipated salary range:

6.  Anticipated teaching duties/students served (# sections/# students/ course levels and course numbers):

7. If this hire is necessary to assure quality instruction and/or continuing accreditation in existing programs, please explain.

8. If applicable, please identify ways in which a faculty member in this area might collaborate with colleagues in the hiring unit or other units to build on existing strengths and establish or maintain clusters of expertise in areas of opportunity.

9.  Please include any additional justification for this faculty search below. (for example: opportunities this hire would create to strategically increase semester credit hour production, potential growth in external funding, potential growth in scholarly and creative profile of the institution, etc.)

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| **Dean’s comments** – for use by academic dean only.   |