



**Must be submitted to Dean by March 25**  
**Deans must submit to the Provost by April 15**  
**Decisions will be sent by April 30**

*Our Time, Our Future: The UNC Impact with North Carolina Strategic Directions for 2013-2018* provides the guiding principles by which decisions will be made, along with the WSSU Strategic Plan, 2016-2021. Part of the integrated planning process includes annual allocation of faculty and staff positions. This process ensures that the University’s staffing plan will support our strategic goals.

**Annual Position Allocation (One request form and justification per position)**

Deans submit requests for the allocation of positions as part of the strategic planning process each spring. The allocation request is to allow planning for the following academic year’s recruitment activities. The annual position allocation form will supplement the existing strategic budget request document. This form will document an extensive vetting and prioritization process that managers will conduct to support requests for not only new faculty, but vacant positions that will be approved for posting in the coming fiscal year.

**Background**

New faculty positions are allocated to the University based on enrollment growth from the previous year. These new faculty positions are allocated to the schools and college by the Provost in response to annual proposals prepared by the Deans. At the time of the allocation, each position is designated within one of three categories:

**Tenure-Track Faculty Positions** include positions at the professional ranks (Assistant Professor, Associate Professor, and Professor) and Instructor as described in Section 3 of the Faculty Handbook.

**Non-Tenure Track Positions** are special faculty positions dedicated to support faculty members or instructional support personnel employed in faculty positions to meet permanent instructional needs of a college. Examples are fixed term appointments and clinical faculty positions.

**Special Faculty Appointment Positions** are those set aside by the Deans to support special college programs, such as college-based reassignment of duties programs and visiting lecturers and scholars.

Information provided here will be used by the Dean and Provost to assist in evaluating requests for tenure-track and non-tenure track faculty positions. One complete form (hard copy) with supplemental documentation must be submitted for each position requested.

Department/Unit/Program: \_\_\_\_\_

Anticipated start date for position: \_\_\_\_\_

*Anticipated start date must be in the following fiscal year for consideration*

Check here if the position request is out of cycle due to an extenuating circumstance



This request is for (check all that apply):

\_\_\_\_\_ new position.

\_\_\_\_\_ replacement position for \_\_\_\_\_  
(Provide Name & Academic Rank)

Position number \_\_\_\_\_

Budgeted or Proposed Salary \_\_\_\_\_

Vacancy due to  Resignation  Termination  Retirement  Other; specify \_\_\_\_\_

**Faculty Rank:**

- senior-level appointment with tenure (Associate Professor or Professor)
- senior-level appointment without tenure (Associate Professor or Professor)
- junior-level appointment (tenure track, Assistant Professor)
- junior-level appointment (non-tenure track, Instructor or Assistant Professor)
- other (Special appointment, Visiting, Faculty In-Residence, lecturer)

Academic Discipline Requested \_\_\_\_\_  
(Please include description and continued relevance of this position in the academic field as an attachment)

Please attach a justification for the need for this position and a rationale for the rank, specifically addressing as many academic priorities as are applicable of the criteria listed on the following page. Data may include changes in the academic program, evidence of student or disciplinary need, and projected elimination of adjuncts, projected reduction in class sizes, and projected impact on other departments/programs. Include a description of how the position facilitates department contributions to LLS and other interdisciplinary programs, if applicable.

Please note that all requests should include information on the three-to-five year plan for the department or program (see "Vision"). Please also include information on how this request addresses issues raised in your most recent accreditation review if applicable. Included should be a description of additional resources required beyond the normal office requirements.

All statistics or supporting data to supplement this request must be attached for consideration.

Department Chairperson: \_\_\_\_\_

The department chairperson's signature confirms that this request was properly vetted with the department faculty and the request reflects the faculty needs for the department. Please document the following  
 Date(s) department met to discuss faculty needs: \_\_\_\_\_



Number of faculty in attendance:

Senior Faculty \_\_\_\_\_

Junior Faculty \_\_\_\_\_

Adjunct Faculty \_\_\_\_\_

Dean: \_\_\_\_\_

Attachments to include with the request (as applicable)

Evidence of student need

Evidence of discipline need

Evidence of curricular changes

Evidences of three-five year plan for the department

Evidence of this position's impact on adjuncts



**Justification Supplement**  
**Criteria for Institutional Priorities**

In its task of establishing the academic priorities of the University, Academic Affairs has formulated a set of *criteria* for decision making regarding aspects of our educational offerings at Winston-Salem State University. These criteria will be considered in the context of the highest institutional priorities as delineated in the strategic plan. Probably no request could – or ever should – satisfy all of them, but each represents an important element to be considered:

All “Yes” answers should document evidence to support the affirmative answer.

**Excellence** – estimate of the program’s (actual or potential) excellence, measured against the best (established or emerging) national standards for similar programs;

**University Goals** – estimate of the program’s fit with (or contribution to) the University’s goals, including those identified through curricular review processes and the general education review. Assessment of fit here will be informed by general knowledge of best practices in higher education;

**Expand the research base of the faculty** – opportunities to support the research profile of a department and increase the opportunities for students to engage in research;

Yes No

- Will this position support the research profile of the department?
- Will this position support student research engagement?

**Students** – support programs our students show that they want through enrollments and other measures;

Yes No

- Will this position impact class size?

**Synergy** – does the proposal invite interaction with or support the curricular endeavors of other departments and programs? With limited resources, collaborations have a special attraction;

**Innovation** – does the proposal promise innovative teaching and materials? Not every program can or should, but we must be sure to incorporate the best of emerging fields and techniques into our curriculum;

**Vision** – do the proposers have a compelling vision for the next three to five years for their discipline and their curriculum?

**Costs** – in money, space, faculty FTE, library and other resources – other things being equal, if we can achieve our goals in a more economical way that will allow us to stretch limited resources.

Yes No

- Will this position eliminate or reduce adjunct needs?