

**INTENT TO FILL**

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Budget Line Position Vacancy FTE Requested

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Minimum Qualifications Required Rank Expected Minimum Salary & Benefits

Justification to Fill Vacancy. Discuss the following points as a rationale for filling this vacancy and attach to this form.

1. **Position related to Accreditation or Quality Standards<sup>1</sup>**
  
2. **Trends in Departmental Fiscal Viability.** (Past 3 years)
  - A. Enrollment Trends in Departmental Majors. What evidence exists that this major is attracting sufficient majors to support the degree program?
  - B. Credits generated for degree/department compared to department target.  
Attach table or graphs demonstrating (a) stable or growing productivity in department and (b) credits sufficient to meet targets.
  - C. Efficiency (Student/faculty ratio)
  - D. Productivity
  
3. **Departmental Faculty Teaching Load.** Attach a table showing departmental faculty teaching loads for past year, current year, and projected new year. Include class enrollments for past year (and current year, if possible). This is evidence that all faculty are carrying expected loads.
  
4. **Resources for contract** (or part-time faculty) which might cover the courses for this budget

Approval Signatures:

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Department Chair Date

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Dean of School Date

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Vice-President, Academic Administration Date

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<sup>1</sup> Is this position required to meet minimum UG or Grad Degree Standards? Explain.