

Process for Requesting Faculty Positions

Updated 02/22/22

Overview:

All faculty positions are assigned at the prerogative of the Dean. Prior to initiating a formal process for a new faculty position or for filling a vacant faculty position, the Department Chair) should engage in a conversation with the Dean to ensure that support exists for the position. If it is a new position, the Assistant Dean for Operations will assist the Chair in developing an initial proforma prior to the discussion with the Dean. . Once the Dean's provisional approval has been determined, the Department Chair initiates the process as follows:

Process:

1. The Chair sends an email to the Associate Dean for Faculty Advancement, the Assistant Dean for Operations, and the HR & Faculty Administrator to begin the process
 - a. If a Position Description is required (all faculty lines except Regular Title), the Chair will submit the develop a draft Position Description to include in this email. *Please view the position description templates on the Oafa website.*
 - b. A proforma is now required for all positions. The Chair will work with the Assistant Dean for Operations and the Associate Dean for Faculty Advancement to develop this document or to update if already prepared and modification is needed.
2. The Chair will submit materials electronically to the Dean, with copies to the team as follows:
 - a. A memo to the Dean to request the establishment and filling of a new position or to request permission to fill a vacant position.
 - b. For a new or vacant position not requiring a position description, submit the signed Memo and the proforma.
 - c. For a new position that requires a position description, submit the signed Memo, the proforma, and the proposed position description.
 - d. For a vacant position that requires a position description with no changes, submit the signed Memo, the existing position description, and the proforma
 - e. For a vacant position that requires a revised position description, submit the signed Memo, the proforma, the proposed position description with changes, and the existing position description.
3. If approved by the Dean, the Associate Dean's Office will submit the materials listed above as well as a memo from the Dean through the new portal administered by the Provosts office
4. Once the position has been approved by the Provost, the Faculty & HR Administrator will notify the Chair may begin the search process (See SOP for Faculty Searches)

***Note:** As of July 1, 2015, all faculty positions are required to be posted on the UK Job's website. Candidates must apply online in order to be considered for the position.