



## ***TENURE-LINE or CONTINUING CLINICAL POSITION REQUEST***

(Requests are due to the Provost's Office at [provost@pugetsound.edu](mailto:provost@pugetsound.edu)  
the first Friday of April each year)

Date:

Department, School, or Program:

Tenure line request       Continuing Clinical line request

Submitted by:

Diversity Liaison:

Please respond to the following questions in your request:

1. **Justification for the position:** Because there is a cap on the number of tenure-line positions, as set by the Board of Trustees, please articulate the rationale for requesting a tenure-line faculty position, including the anticipated field or sub-field, anticipated courses, and specialized skills or experiences required or preferred. Or, please articulate the rationale for requesting a clinical faculty position, including the anticipated field or sub-field, anticipated courses, and specialized skills or experiences required or preferred.

Also, address the importance of the position to the University as a whole, to the department/program, and to interdisciplinary programs (if applicable). Please describe what regional or national trends are evident in your field (e.g., you may summarize research on student demand increasing/declining, on faculty shortage, etc.). If applicable, please describe any specialized needs or expectations for this position, such as space or equipment.

2. **Diversity Impact:** How will this position enhance the diversity of the University, your department/program, or interdisciplinary programs? Your response may include impacts on the diversity of methodological or disciplinary approaches, expansion of the curriculum to include study of diverse groups, and diversification of the faculty to be more fully inclusive of traditionally underrepresented groups. What recruiting strategies will you use to build a diverse applicant pool? How do these strategies build on existing work in your department or program?
3. **Interdisciplinary Impact, if applicable at this time:** Will this position impact or potentially impact an interdisciplinary program or department other than your own – whether by continuing current connections, contributing in new ways, or shifting away from current or previous contributions? Any request that impacts an interdisciplinary program or department other than your own – whether by continuing current connections,

contributing in new ways, or shifting away from current or previous contributions – must include a supporting statement from the affected program or departments.

4. **Draft Position Description:** Please provide a draft of the position description.
5. **Data Packet from Institutional Research:** Your tenure-line or clinical faculty position request must include a data packet provided by the Office of Institutional Research (IR). Please request this data packet no later than the first Friday in February so that IR has enough time to prepare the data packet and your department/program has time to use it in the formulation of your request. The packet should be included with your emailed request.

The data packet IR will prepare will include:

- Number and percentage of majors
- Number and percentage of minors (if applicable)
- Number and percentage of students who graduated with the major
- Number and percentage of students who graduated with the minor (if applicable)
- Number of enrolled student units generated by the department, school or program
- Number of upper division class sections offered
- Average enrollment in upper division courses
- Number of lower division class sections offered
- Average enrollment in lower division courses
- The number of faculty in each rank for the department, school or program (e.g., tenure-line, ongoing Instructor/Clinical faculty, full-time visiting, adjunct)
- If there is additional data that you would like to include, please contact IR--they will work with you to accommodate your needs as best they can.