ACADEMY POLICY

Policy Title:	Requests for Tenure-Track Faculty Search: Policy and Procedures
Policy Number:	AA 06-005
Policy Administrator:	Provost
Policy Initiator:	Provost
Authority:	
Effective Date:	December 15, 2021
Revised Date:	
Approved:	December 15, 2021
Approval Signature:	/s/

Purpose: In keeping with CSU guidelines, the purposes of this p ₥es,

TENURE-TRACK FACULTY POSITION REQUESTS

Principles: To support implementation of our strategic planning goals, the following principles—outlined in the Academic Master Plan—must be key considerations when proposing either the continuation of a tenure line or the creation of a new line:

> Current academic programming will continue its commitment to hands-on, immersive learning, and will strengthen our maritime university focus, as well as our global reach and outlook.
> New programs will be developed through careful consideration of both future needs of maritime-related fields and student enrollment demand.
> New programming will encourage a culture of active, engaged inquiry and will expand research opportunities for both faculty and students.
> Academic programming will be developed in ways that leverage existing campus strengths and anticipate the demands of a diverse student body.
> The process of developing academic programs will be transparent, iterative, and one that engages all stakeholders.

Procedure: To request the opportunity to recruit tenure-track faculty, a department is required to submit department/program information to their school or library dean (see information requested on next page). The purpose of this information request is to ensure that new tenure-track hires are being allocated to programs with the greatest need and to departments with demonstrated capacity to support faculty in the 5 T0a51.45 43%5 Tm0 G(tr)-2(ac)6(k)-2( )-2(h)4(ir)-3(es)-6( )-2(ar)-kcated to programs whe pu

Timeline for tenure-track faculty requests for positions starting in fall semester:

Normally, by the end of May of the *previous year*[1] department chairs consult with department faculty and school/library dean concerning tenure track needs and potential requests.

June 15 – department chairs submit completed requests to school/library deans.

Remainder of June – All submitted proposals are shared with chairs and deans; chairs share their feedback on all proposals with their respective deans.

July 15 – deans, associate provost, and provost meet to discuss tenure-track requests.

August 1 – provost announces tentatively approved tenure-track recruitments, contingent

For example: 2015 – Joe Blow resigned
2017 – Debra Doe hired
2018 – Margery Martin entered FERP (50%; ends Spring 2022)

4. Learning Outcomes: List your program learning outcomes. For departments offering undergraduate major programs, these should be the program learning outcomes listed in the catalog for that major. For departments not currently offering undergraduate majors, these should be the learning outcomes for the general education (GE) area(s) offered by that department. Departments offering both undergraduate major programs as well as GE courses the should include learning outcomes for both.

5. Program Review: Indicate the year in which the last five-year review or program accreditation review was conducted. Briefly, describe the outcome of that review process. If a request is being made for a faculty member in a non-degree program department, describe any efforts that the department has undertaken to evaluate educational effectiveness and plan for the future.

6. New Faculty Support: Briefly describe how the department plans to support the development of scholarly, service, and teaching activities of a new tenure-track hire. Does the department have or plan to implement a formal or informal mentoring system? Does the department have an active program of scholarship in which a new hire could be involved and/or could collaborate? Do faculty in the department regularly attend scholarly conferences and give presentations that could involve new faculty?

7. Enrollment Data and Analysis:

    a) Include relevant data about your department