

Division of Academic Affairs Faculty Search Authorization Procedures

Faculty Line Allocations

The attrition of faculty and staff creates opportunities for the University to reallocate and realign resources to meet the strategic needs and priorities of the Institution. The Division of Academic Affairs has the institutional flexibility to determine how these funds are allocated. It is important to maintain a process that will provide a record of these reallocations and demonstrate Divisional accountability for the investment of these resources. Thus, when a faculty line becomes vacant in any College, it is subject to reallocation to another department and/or College.

Lines that remain vacant at the end of the fiscal year will be transferred to a single, central account within the Provost series of accounts. The College can anticipate the full salary savings from the line in the first year via a budget transfer. However, the College should not anticipate that the line will automatically be reallocated to the College.

Enrollment growth, departmental productivity, and overall strategic priorities for the Division will be considered in the allocation process.

Salary rate provided for replacement lines will be the lower of the amount budgeted or the amount needed to hire at the CUPA maximum range. Salary rate for new lines will be provided based on the actual salary of the hire. The current CUPA salary ranges by rank and discipline can be accessed at this link. <https://nautical.uwf.edu/aabudget/secure/reports/?r=salarytables>.

These ranges are updated in August of each year with the most recent CUPA data available and are provided to assist the Dean in salary negotiations. Many factors influence the starting salary of a candidate including the individual's education, unique qualifications, and experience. All of these factors should be considered by the Dean during the salary negotiation process. The Dean can request other CUPA data for use in salary negotiations by contacting the Academic Affairs Budget Office.

Procedures for Submitting Faculty Line Requests for 2023 and 2024

August 8, 2023 Effective Dates

- New request to fill a visiting or regular line from an existing or upcoming faculty vacancy with a hire date of August 8, 2023. Template is required before consideration of request. Request must be received no later than April 16, 2023, for consideration.
- New request to convert a visiting line to a regular line with a hire date of August 8, 2023. Template is required before consideration of request. Request must be received by April 16, 2023, for consideration.

- Request for visiting appointments resulting from a failed search. Request must be received by June 1, 2023, for consideration. A template is not required and you can send the Provost an e-mail to make this request. Requests received after June 1, 2023, will not be considered.
- Request to reopen a failed search for an August 8, 2023, hire date at the same rank and discipline. In these cases, a new template will not be required. The template will be automatically transferred to the next year in the system and the line will be added to the next year's faculty hiring plan.

August 8, 2024 Effective Dates

- New request to fill a visiting or regular line from an existing or upcoming faculty vacancy with a hire date of August 8, 2024. Template is required before consideration of request. Request must be received no later than June 1, 2023, for early decision.
- New request to convert a visiting line to a regular line with a hire date of August 8, 2024. Template is required before consideration of request. Request must be received by June 1, 2023, for early decision.
- Request for visiting appointments resulting from a failed search. Request must be received by June 1, 2024, for consideration. A template is not required and you can send the Provost an e-mail to make this request. Requests received after June 1, 2024, will not be considered.

Note: Be reminded that no permanent faculty positions can be filled without a search. If your request is to convert a visiting line to a regular line and a search was not conducted for the hire of the visiting appointment, then a request to convert will only be approved with the condition that a search be conducted. In these cases, the request should be received in sufficient time to conduct a search.

After April 16, and June 1, 2023, the portal to submit requests for the respective hire dates will be closed. On September 1, 2023 the portal will reopen for January 3, or August 8, 2024 hires. Provost decisions for requests received on or after September 1 will be made as requests are received.

The approval of all lines will be reflected in the official faculty hiring plan for each College.

Last updated: February 14, 2023