Requesting Faculty Position(s) from CDes Position Reserve Fund

Responsible College Officer: Dean
Policy Contact: Dean

POLICY STATEMENT
Academic units of the college experience retirements and resignations of tenure-track, tenured, and contract faculty members. In order to build the core faculty, the college needs to be able to respond to meet current and emerging curricular needs across the college. Therefore, upon the retirement or resignation of a tenure-track, tenured, or recurring contract faculty member, the salary and fringe associated with the position will be transferred to the collegiate position reserve.

In the case of a phased retirement, compensation of the faculty member reverts to the college. The college then returns to the department/school budget, salary to equal the percentage of the phase and 100% of the fringe for the faculty member’s compensation. The remaining salary stays at the college position reserve fund. The head of the department/school can request funding to cover specific courses that would have been taught by the affected faculty member (see below).

In the case of dismissal of a tenure-track faculty member due to a negative outcome in a probationary review or a negative tenure decision, the academic unit will retain the position funding and receive automatic approval to search for a replacement of the position.

REASON FOR POLICY
To preserve the faculty core.
To provide flexibility in responding to emerging trends and opportunities in the curriculum.
To ensure a transparent and consistent process by which academic units may request:
  • A new or replacement tenure-track, tenured, or contract faculty position.
  • Non-recurring funds for teaching needs associated with a faculty position vacancy.

PROCEDURES
Recurring new and replacement faculty positions
1. Department/school heads should request new position(s) at the time of their spring budget hearings. The position request must:
   a. Include a draft position description (the roles and responsibilities for the position).
   b. Address all criteria in the form, providing supporting data.
2. After consultation with the Senior Leadership Group and others as appropriate, the Dean will make a decision regarding the allocation of position(s) funding from the position reserve, the
rank approved, and the type of position (e.g., tenure-track or tenured, or contract), and the salary level by the end of June each year.

3. There occasionally may be the need for an off-cycle request and the head of the department/school may submit the request to the Dean when necessary.

Factors to be considered (in no particular rank order) in the approval of a search for a position

1. Program enrollment trends—3 years past, current, and projected (2-3 years).
2. Ensuring that core curricular requirements are covered.
3. Accreditation standards.
4. Opportunity for tuition generation to meet or exceed current levels.
5. Balance between professorial ranks within the department/school.
   - Note: unless there is a compelling reason, approved new and replacement positions will be filled at the assistant professor level.
6. Multidisciplinary attributes, that is, how the proposed position will benefit students in more than one program in the College.
7. Emerging trends and opportunities, that is, how the position will advance the program in a new direction or provide growth opportunities.
8. Alignment with College of Design and University of Minnesota mission, vision, and priorities.

Failed Searches

Although a position has been approved and the search completed, a faculty member may not be hired for a variety of reasons such as the pool of candidates was not adequate to offer it to any candidate, or an offer to a candidate was turned down by the candidate. In the event of a failed faculty search, the search is considered closed and the Dean has the option of:

1. Approving a subsequent search, or
2. Approving a search in the same department/school with a reconfigured position description and/or rank, or
3. Reassigning the open position to another discipline, or
4. Not approve any search for that time and retain funding in the collegiate position reserve.

Non-recurring short-term replacement teaching

1. Department/school heads may request non-recurring funds from the position reserve to cover short-term (typically one-year or less) required teaching obligations that would have been taught by the departing faculty member.
2. The request may be for part-time or full-time teaching position.
3. The request should be made at the time of the spring budget hearing and include the following information:
   a. Fulltime or part-time position
   b. Length of time anticipated for the position (e.g., one year, until phased retirement is fulfilled, etc.)
   c. Course(s) profile.
   d. Anticipated enrollments.
e. Other assignments (e.g., committee service).
f. Anticipated salary.

FORMS/INSTRUCTIONS
The attached form should be filled out and submitted to the Dean. Ideally, requests should be presented during the unit's annual budget hearing.

DEFINITIONS
Contract faculty
A faculty member expected to have the same responsibilities—scholarship, teaching, and service—and promotional rank options as a tenure-track or tenured faculty member. The contract is typically recurring or multiyear, but the faculty member does not have tenure.

Failed search
The search process did not yield an acceptable candidate to the committee, the department/school head, and/or the Dean, or an offer to a candidate was turned down by the candidate. The search is considered closed.

RELATED INFORMATION
- College of Design Tenure-Track/Tenured Faculty Start-up Package Policy
- PA & Contract Faculty Start-up Package Policy

HISTORY
March 2013 – Requesting and accessing tenure-track faculty position reserve dollars policy adopted.
September 2015 – The policy was reviewed and revised.
Request Form
Faculty Position(s) from CDes Position Reserve Fund

Prepare a separate form for each faculty position being requested.

**New or replacement faculty position**
For full-time tenure-track or tenured, or contract position requests, include a position description of the roles and responsibilities of the position and information on the following:

1. Program enrollment trends—3 years past, current, and projected (2-3 years)
2. Ensuring that core curricular requirements are covered
3. Accreditation standards
4. Opportunity for tuition generation to meet or exceed current levels
5. Balance between professorial ranks within the department/school
6. Multidisciplinary attributes, that is, how the proposed position will benefit students in more than one program
7. Emerging trends and opportunities, that is, how the position will advance the program in a new direction or provide growth opportunities
8. Alignment with College of Design and University of Minnesota mission, vision and priorities
9. For contract faculty requests, indicate if the request is for a recurring position and the initial number of years for the contract position.

**Short-term replacement teaching**
To meet short-term (typically one-year or less) required teaching obligations, include the following information:

1. Fulltime or part-time position
2. Course(s) profile
3. Anticipated enrollments
4. Other assignments (e.g., committee service)
5. Anticipated salary