

**Faculty Search Request Form
New T/TT (or Full-time Teaching)
Faculty Hires**

Submitted by: (Name & Department):

Provide the following regarding your new-faculty request:

Position (circle one): T/TT Teaching

Rank:

Estimated Start Date:

Proposed Salary Range:

Research (for T/TT only): Describe the research area of the new position and how hiring in this area advances the strategic vision of the department and of the school. Attach a document that articulates the department's strategic vision. Address the following specifically, referring to the strategic visions and the department hiring plan, as appropriate.

1. What is new and exciting in this area, and why should the school hire in this area?
2. What is the relevance (scholarship, extramural funding potential, growth) to current and future (5 years from now) global research trends for hiring in this area?
3. How will existing strengths in the department, across the school or the university, be leveraged with this hire? Specifically, comment on other Viterbi departments and ISI (if applicable).

Teaching and Degree Programs: Describe specific teaching needs that the new faculty hire is expected to satisfy and the potential impact of the hire on new program innovations. (Note: It is expected that faculty can teach any undergraduate course in their major.) Which/how many Part-time Lecturers will the new hire replace?

Replacement vs. Growth: Is this a new position to be budgeted or a position already budgeted that will be vacated in the near future due to upcoming attrition? In the case of upcoming attrition, specify the timing and who is being replaced.

Space: Describe the amount and type (wet, dry) of research space needed and the department's plan to accommodate it. Separately describe basic individual lab space, flexible lab space, shared lab space, core lab space and research office space needs. Keep in mind the metrics for space described in the Viterbi SoE Research Space Guidelines document.

Estimated Start-up Budget: Provide estimated start-up funds needed, including equipment, etc.

Other Resources: What other resources (e.g., departmental staff) will be needed to accommodate this hire? (Also, please let Dean’s Office know early of any dual career requirements.)

Search Process: Describe the search process you will follow, including advertisements/publicity, recruitment, and interviews (formal and informal) for filling the position. Describe how the Provost’s annual call to “cast the net widely” in faculty searches will be addressed.

1. What is the plan for identifying and pursuing viable “transformative” hires—persons (possibly associated cluster) who can have a transformative effect on the department, school, and university? What steps have already been taken to identify potential candidates?
2. What specific actions will be taken to ensure a broad, fair, and inclusive search that will produce a high-quality and diverse pool of candidates from top departments, including highly qualified underrepresented minority (URM) and women candidates?

Other Comments: