

## **EMERGENCY REQUESTS FOR FACULTY HIRING**

Emergency requests occur in rare circumstances in which an unexpected vacancy might either lead to a failure to meet accreditation requirements, or to an inability to fulfill the responsibilities of the position (even temporarily) due to lack of qualified adjunct faculty.

If (per the process outlined below) it is determined that the request is not an **emergency**, the department should follow the steps for submitting an **out-of-cycle** request.

- 1) The department must make a specific request for an emergency hire to the division Dean. Emergency requests should include a statement of need outlining a justification for the department retaining the position outside the normal process. The justification should include reference to the following data:
  - a. Accreditation or Regulatory / Safety Requirements
  - b. Availability of Qualified Adjuncts (+ Recency of Adjunct Interviews)
- 2) Division Dean forwards the request along with their recommendation (Y/N) to the area Vice President.
- 3) Vice President forwards completed request with all recommendations to Planning and Resource Council (PaRC).
- 4) Department faculty members (the requestors) are invited to attend and advocate for their request at PaRC.
- 5) PaRC makes final recommendation (Y/N) to the College President.
- 6) College President can accept/reject recommendation (if rejected, must provide rationale for rejection of the recommendation).

### Rationale

This process allows PaRC to review a consistent set of data elements in making its final recommendation to the President. In addition, the process will result in increased transparency because it will be documented and be available for review.

*Approved by PaRC on 10-21-15*