

Proposal for Long-term Ongoing Pro Tem Position

Unit/School/College/Department: _____

Position Title: _____

Specific Employee (if applicable): _____

Submission date: _____

Prepared by: _____

Office of the Provost Signature & Date: _____

1. Which reason outlined in the CBA's June 7, 2017 MOU (and listed below) forms the basis of your proposal?

Note that inadequate or limited financial resources are not legitimate pedagogical or programmatic reasons for designating a position an ongoing Pro Tem position.

When a department or unit believes that the student learning experience is enhanced by having new instructors cycle into the program to meet specific course needs.

When a department or unit identifies a position that is best taught by a working or retired professional in the industry and the position includes no more than three (3) courses per year.

When a department or unit offers recent PhD graduates a short-term position and there is an expectation that new faculty members would fill this position every one-to-three years.

When a department or unit with traditionally large fluctuations in enrollment can accommodate these fluctuations by having a reasonable number of ongoing Pro Tem positions.

2. Please provide a rationale for the proposed ongoing Pro Tem hire(s) that is in alignment with the CBA reason you have indicated above:

3. Please provide a list of the specific courses that the ongoing Pro Tem hire(s) would be teaching, and any additional explanation to link these courses to the rationale provided in #2 above.

4. Note that a specific faculty member in an ongoing Pro Tem position may continue in that capacity for up to ten years, but they may teach only 3 courses per year. If your proposal includes a specific faculty member continuing in a Pro Tem position for more than three years, please clarify which 1-3 courses you expect them to teach each year.