

KILGORE COLLEGE
REQUEST FOR AUTHORIZATION TO CONDUCT A FACULTY SEARCH
Attach Position Specification/Job Description to this Form

Position Title: _____ Department: _____

Type of position: New Position Replacement

If replacement, for whom? _____ Anticipated Starting Date: _____

Justification:

1. Describe the student headcount and demand for the course(s) taught by this position to include total percentage of closed/full sections as well as class size limits in the discipline.

a. Is there adequate demand for additional sections? **Yes** **No**

b. Could this demand be met by introducing reasonable increases to the class size limit? **Yes** **No**
If no, explain.

c. List projections on the number of sections that would be filled with additional instructional support. Would the addition of a full time faculty member reduce or eliminate part time and/or overload budgets?

2. Describe current adjunct supply and recent attempts to attract additional adjunct instructors.

a. Can adjunct instructors cover the demand? **Yes** **No**
If no, explain.

Authorization:

Dean/Administrator Signature and Date

Human Resources Signature and Date

Vice President Signature and Date

President Signature and Date

Vice President of Finance and Date